

RECORD
of
SCHOOL SECRETARY
STATE OF IOWA

Form 57-1A

1422 W. 36th St
Davenport, Ia.
Sept. 13, 1954

Dear Mr. Kuhl:

There are 18 pupils enrolled in my school.

Have you reached a decision regarding the one day of sick leave coming to me? I do not think it fair to withhold this day from ~~become~~ me because we were not informed that we had to have a substitute for one day of illness. In other years we have been allowed to make it up at the end of the year. If there is a definite change in policy it would be the duty of the board to see that every teacher is acquainted with the new change. This was not done last year, so therefore I claim one day's pay for making up the day that I was ill. I am entitled to it, and Mr. Lefreny will back me up.

I would appreciate prompt issuance of that check.

Thank you.

Sincerely yours,
Mrs. Margaret Dreling

The teacher's annual sick leave report should be made out in triplicate by the secretary of the board of directors of the school district. At the end of the year these should be checked by the county school office and one copy should be returned to the teacher. The county school office will send out new sick leave report blanks at the beginning of each school year.

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	4.95
	7.15

State of Iowa Record of the Secretary

SCHOOL EMPLOYEES SICK LEAVE LAW

(Chapter 112, Laws of 53rd General Assembly of Iowa)

Section 1. Public school employees are granted leave of absence for personal illness or injury with full pay in the following minimum amounts:

1. The first year of employment.....5 days
2. The second year of employment.....6 days
3. The third year of employment.....7 days
4. The fourth year of employment.....8 days
5. The fifth year of employment.....9 days
and subsequent years

The above amounts shall apply only to consecutive years of employment in the same school district and unused portions shall be cumulative to a maximum of thirty-five days. The school board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

When a teacher leaves one school district to teach in another district, her accumulated sick leave credit in the first district is cancelled, but such sick leave credit is retained if she transfers from one subdistrict school to another such subdistrict school within the same school district. Likewise her sick leave credit is cancelled if she discontinues for a time and some other teacher is engaged to fill the vacancy.

The board of school directors should be careful not to pay a teacher for a period of sick leave absence greater than to which she is entitled. If no substitute teacher is available, or if it is not advisable to engage such substitute teacher during the regular teacher's sick leave, the regular teacher should be permitted to make up her days of absence and should be paid for so doing.

The teacher's annual sick leave report should be made out in triplicate by the secretary of the board of directors of the school district. At the end of the school year these should be checked by the county school office for correctness, after which one copy should be given to the teacher, one returned to the secretary for his records, and one filed in the county school office. The county school office will send out new sick leave report blanks at the beginning of each school year.

For th

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Prepared by the
DEPARTMENT OF PUBLIC INSTRUCTION, IN ACCORDANCE WITH
SECTIONS 3832-e1 AND 3832-e2, SCHOOL LAWS OF IOWA

This Book Is the Property of the District. Upon the Completion of His Term
of Office, the Secretary Should Deliver to His Successor This Book,
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	2.75
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have space	.50
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six weeks	1.25
period and semester basis	1.25
52-C5n or 52-C12—Teachers Contract, rural district	.50 75c; 100 \$1.25
52-A6—School Officers Bond, for Sec'y or Treasurer	.50 75c; 100 \$1.25
52-D5—School Census Report Blank, for reporting school census in even numbered years	100 \$2.25
52E8-b—Director's Order on Secretary for teacher's salary or other ex- penditure. Book of 50 with stub	.30
FLAGS—For Rural Schools. Defiance cotton bunting. Fast colors. Flags double stitched throughout. Very durable and especially adapted to outdoor use. Prices	
3 x 5 ft.	\$3.30
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State of Iowa Record of the Secretary

.....COUNTY SCHOOLS TEACHER'S ANNUAL SICK LEAVE RECORD

.....
(Name of School District)

.....
(Township)

.....
(Name of Teacher)

.....
(Position)

For the school year beginning July 1, 19....., and ending June 30, 19.....

School year teacher was first employed in the school district (after July, 1949): 19..... - 19.....

Days of sick leave previously accumulated by this teacher in this school district (after July, 1949)

Additional days allowable this year..... Total days of sick leave available through this school year.....

Symbols for recording daily sick leave absence: — Forenoon; | Afternoon; + Full Day.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July																															
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Total days sick leave credit this school year, less days used this year equals accumulation to be carried forward to next school year days. (This latter total is not to exceed the maximum set by the board.)

.....
(Teacher's Signature)

.....
(Director's Signature)

.....
(Secretary's Signature)

57-12G. Kipto

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Record of the Secretary

Form M296-D4. Klipto

PAYROLL DEDUCTION RECORD

School District

Position.

Social Security Number _____

Employees Name	Employee ID	Department	Salary	Commission	Manager
SCOTT	7409	ACCOUNTING	9000	0.10	7839
TJONES	7698	RESEARCH	8000	0.10	7839
ADAMS	7788	RESEARCH	7600	0.10	7839
SMITH	7839	RESEARCH	7700	0.10	7839
POWERS	7900	SALES	6800	0.10	7839
WARD	7910	SALES	6500	0.10	7839
MARTIN	7920	SALES	6250	0.10	7839
BLAKE	7930	MANAGEMENT	6100	0.10	7839
CLARK	7940	ACCOUNTING	5400	0.10	7839
ALLEN	7950	SALES	5150	0.10	7839
WARD	7960	SALES	5100	0.10	7839
SMITH	7970	ACCOUNTING	4900	0.10	7839
COOPER	7980	RESEARCH	4500	0.10	7839
PERCIVAL	7990	RESEARCH	4400	0.10	7839
SMITH	8000	ACCOUNTING	4300	0.10	7839
SMITH	8010	ACCOUNTING	4200	0.10	7839
SMITH	8020	ACCOUNTING	4100	0.10	7839
SMITH	8030	ACCOUNTING	4000	0.10	7839
SMITH	8040	ACCOUNTING	3900	0.10	7839
SMITH	8050	ACCOUNTING	3800	0.10	7839
SMITH	8060	ACCOUNTING	3700	0.10	7839
SMITH	8070	ACCOUNTING	3600	0.10	7839
SMITH	8080	ACCOUNTING	3500	0.10	7839
SMITH	8090	ACCOUNTING	3400	0.10	7839
SMITH	8100	ACCOUNTING	3300	0.10	7839
SMITH	8110	ACCOUNTING	3200	0.10	7839
SMITH	8120	ACCOUNTING	3100	0.10	7839
SMITH	8130	ACCOUNTING	3000	0.10	7839
SMITH	8140	ACCOUNTING	2900	0.10	7839
SMITH	8150	ACCOUNTING	2800	0.10	7839
SMITH	8160	ACCOUNTING	2700	0.10	7839
SMITH	8170	ACCOUNTING	2600	0.10	7839
SMITH	8180	ACCOUNTING	2500	0.10	7839
SMITH	8190	ACCOUNTING	2400	0.10	7839
SMITH	8200	ACCOUNTING	2300	0.10	7839
SMITH	8210	ACCOUNTING	2200	0.10	7839
SMITH	8220	ACCOUNTING	2100	0.10	7839
SMITH	8230	ACCOUNTING	2000	0.10	7839
SMITH	8240	ACCOUNTING	1900	0.10	7839
SMITH	8250	ACCOUNTING	1800	0.10	7839
SMITH	8260	ACCOUNTING	1700	0.10	7839
SMITH	8270	ACCOUNTING	1600	0.10	7839
SMITH	8280	ACCOUNTING	1500	0.10	7839
SMITH	8290	ACCOUNTING	1400	0.10	7839
SMITH	8300	ACCOUNTING	1300	0.10	7839
SMITH	8310	ACCOUNTING	1200	0.10	7839
SMITH	8320	ACCOUNTING	1100	0.10	7839
SMITH	8330	ACCOUNTING	1000	0.10	7839
SMITH	8340	ACCOUNTING	900	0.10	7839
SMITH	8350	ACCOUNTING	800	0.10	7839
SMITH	8360	ACCOUNTING	700	0.10	7839
SMITH	8370	ACCOUNTING	600	0.10	7839
SMITH	8380	ACCOUNTING	500	0.10	7839
SMITH	8390	ACCOUNTING	400	0.10	7839
SMITH	8400	ACCOUNTING	300	0.10	7839
SMITH	8410	ACCOUNTING	200	0.10	7839
SMITH	8420	ACCOUNTING	100	0.10	7839
SMITH	8430	ACCOUNTING	0	0.10	7839
SMITH	8440	ACCOUNTING	-100	0.10	7839
SMITH	8450	ACCOUNTING	-200	0.10	7839
SMITH	8460	ACCOUNTING	-300	0.10	7839
SMITH	8470	ACCOUNTING	-400	0.10	7839
SMITH	8480	ACCOUNTING	-500	0.10	7839
SMITH	8490	ACCOUNTING	-600	0.10	7839
SMITH	85				

[illegible]

For the

19

Prepared by the

DEPARTMENT OF PUBLIC INSTRUCTION, IN ACCORDANCE WITH
SECTIONS 3832-e1 AND 3832-e2, SCHOOL LAWS OF IOWA

This Book Is the Property of the District. Upon the Completion of His Term of Office, the Secretary Should Deliver to His Successor This Book, Together With All Other Records, Papers and Funds.

51-R4—New Five Year School Register of Attendance, Classification, and Achievement. A permanent record for schools on the six weeks period and semester basis.....	1.25
52-C5n or 52-C12—Teachers Contract, rural district.....	.50 75c; 100 \$1.25
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3 x 5 ft.....	\$3.30
4 x 6 ft.....	4.95
5 x 8 ft.....	7.15

State of Iowa Record of the Secretary

(For Districts Maintaining Elementary Schools Only)

of the

_____ School District

_____ County, Iowa

For the Period Beginning July 1, 19^{March}₅₃, and Ending June 30, 19____

No. 57-1A
KLIPTO LOOSE LEAF COMPANY
Mason City, Iowa

Prepared by the
DEPARTMENT OF PUBLIC INSTRUCTION, IN ACCORDANCE WITH
SECTIONS 3832-e1 AND 3832-e2, SCHOOL LAWS OF IOWA

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SCHOOL AND OFFICE SUPPLIES

RURAL SCHOOL RECORDS

Standard Forms Adopted July 1936

No. 57-1A—Sec. Record, 9x12	\$3.25
No. 57-1B—Treas. Record, 9x12	2.75

WARRANTS—ORDERS—VOUCHERS

57-1AA—School Warrants. New form classifying by code number. Has space for name of bank. 100 to book.....	.50
57-11W—School Warrants. Same as 57-1AA except does not have space for name of bank50
51-R4—New Five Year School Register of Attendance, Classification, and Achievement. A permanent record for schools on the six weeks period and semester basis.....	1.25
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DUTIES OF THE SECRETARY

(Section numbers refer to the School Laws of Iowa, 1950)

The importance of the secretary's work cannot be overestimated. It is his responsibility to keep an accurate, detailed, and complete record of the financial transactions of the board of directors, as well as a record of the minutes of each meeting. Other duties may be assigned to him by the board from time to time. Among his duties set forth in the laws of Iowa are:

1. Take the oath of office before assuming his duties.
2. Give bond to the school district and file it with the president. (Sec. 291.2).
3. File and preserve copies of all reports made to the county superintendent, and all papers transmitted to him pertaining to the business of the corporation. (Sec. 291.6-1).
4. Keep a complete record of all the proceedings of the meetings of the board and the voters of the corporation in separate books. (Sec. 291.6-2).
5. Keep an accurate, separate, account of each fund with the treasurer, charge him with all warrants and drafts drawn in his favor, and credit him with all orders drawn on each fund. (Sec. 291.6-3).
6. Keep an accurate account of all expenses incurred by the corporation, and present the same to the board for audit and payment. (Sec. 291.6-4).
7. Submit to the board for its approval at each meeting all bills and salary claims which have been paid since its last meeting before being specifically approved by it and enter in the minutes the action of the board upon each of these expenditures. (Sec. 279.27).
8. Record at each school election, in a book provided for that purpose, the names of all persons voting thereat, the number of votes cast for each candidate, and for and against each proposition submitted. (Sec. 291.6-5).
9. If the district contains a city or town, file with the board a monthly statement of receipts, disbursements, and balances on hand. (Sec. 291.7).
10. Countersign warrants and drafts upon the county treasurer. (Sec. 291.8, 298.13).
11. Draw and sign all orders upon the treasurer, which orders or warrants are to be signed also by the president. He shall keep a register of warrants issued. (Sec. 291.8).
12. Take the school census, except in school townships where it is taken by the sub-director. (Sec. 279.22, 291.9).
13. Notify the county superintendent when each school is to begin and its length of term. (Sec. 291.10).
14. File an annual report with the county superintendent. (Sec. 291.10).
15. Report to the county superintendent, auditor, and treasurer the names and addresses of the president, secretary, and treasurer of the board, as soon as possible after their qualification. (Sec. 291.11).
16. Prepare and post or publish during the first week in July an annual itemized financial statement of receipts and disbursements. If there be no newspaper published in the district, a copy of this statement must also be filed with the county superintendent. (Sec. 279.32, 279.33).
17. Deliver tuition fees together with itemized statement to treasurer. (Sec. 282.20).
18. Certify to the county auditor the amount of tax-free land in the school district and by which branch of the government it is owned, also information concerning employees of the state or federal government who live on such land. (Sec. 283.4).
19. File with the county auditor the annual budget estimate and tax levy. (Sec. 24.17).
20. Collect tuition of non-residents. (Sec. 282.20, 279.16).
21. Receive warrants for state aid. (Sec. 293.7).

22. Prepare such reports as may be required from time to time. (Sec. 257.7).

23. Countersign all bonds issued by the board. (Sec. 298.22).

SECRETARY'S BOND

The secretary is required by law to give a bond to the school district for such a sum as the board may require but not less than five hundred dollars (\$500.00). This bond, which is for the purpose of insuring the faithful performance of his duties, should be presented to the board for its approval at the time the secretary takes the oath of office, and should be filed with the president of the board. The law provides that the secretary's oath shall be indorsed upon his bond. The cost of the bond may be paid by the school district.

MINUTES OF MEETING OF THE DIRECTORS

One of the important duties of the secretary is to keep a record of the meetings of the board of directors. The first record blanks in this book are for that purpose. In addition to the date of the meeting and the names of directors present, the record should list the reports presented, motions made with vote upon each, a list of the bills allowed, and the amount of each bill, and other matters considered. The secretary, or his substitute, should sign the minutes of each meeting. Further details relative to the secretary's minutes will be found in the school calendar supplied annually by the Department of Public Instruction.

At the annual meeting held the first secular day of July, or at a special meeting held shortly thereafter, the board will take the necessary steps to prepare and file with the county auditor the annual certificate of taxes to be levied for collection the following calendar year. Blanks for this statement are supplied by the county auditor. A copy of the "Certificate of Taxes" (Iowa Official Form No. 636-B), which is sent to the county auditor by August 15 should be attached to the minutes of the meeting at which it has been approved. If attached with paste applied to the top edge of the back of the sheet, both sides of this certificate may be available for reference.

FORMS INCLUDED

Form S 1. Cash receipts—in which the secretary is to indicate the amounts received by the district from the sources indicated and the funds to which these receipts are to be credited.

Form S 2. Warrant Register—for the purpose of recording each warrant as issued, the fund upon which drawn, the amount, and the purposes for which each disbursement is to be made.

Form S 3. Insurance Record—provides space for a record of insurance policies held by the district.

Form S 4. Bond Register—to indicate the amount of outstanding bonded indebtedness, payment of interest, and retirement of each bond.

Form S 5. Tuition Payments—to give information concerning pupils for whom the district is liable to pay tuition and also the amount of tuition which has been paid or is unpaid.

Form S 7. School Warrant (Order on Treasurer)—for the use of the president and secretary in directing the treasurer to disburse funds of the district. After being properly filled out and recorded by the secretary, it is delivered to the payee. This form assumes that the treasurer has authorized the depository banks to pay warrants as

received. If the treasurer does not give this authorization the warrant should not specify that it will be paid through a bank and Form S 17, School Warrant, should be used in such instances. Sample copies of these forms will be supplied by the Department of Public Instruction or they may be purchased in quantities from school supply houses.

Monthly Financial Statement—If the school district contains an independent city or town, the secretary is required by law (Sec. 291.7) to present to the board each month a report of the transactions of the preceding month. Secretaries of such districts should follow Form S 19 as outlined on pages 43-45 of Research Bulletin No. 15 of the Department of Public Instruction entitled "Uniform Financial Accounting for Iowa Schools." Copies of this bulletin may be secured from your county superintendent.

RECORDING RECEIPTS

At the time the secretary receives from any source funds belonging to the district he should issue a receipt and keep a stub or duplicate copy. Blanks for this purpose may be purchased from a local stationer or a school supply house. The receipt should have a serial number and include the date, person to whom issued, amount received, the obligation which is being discharged, and the signature of the secretary acting for the board of directors. Each item of receipt should be entered on Form S 1, Cash Receipts, in the manner elsewhere described, and this entry should correspond with the receipt issued.

The secretary should in turn deliver to the treasurer all funds collected and take a receipt for the same. In the event money is delivered direct to the treasurer, the secretary should receive from the school treasurer a notice of the amount so received, the source and purpose of such income, and the fund to which it has been deposited. Following this the secretary should make a corresponding entry in his records.

CLASSIFICATION OF RECEIPTS

In order to account properly for all money, secure uniformity of practice, and facilitate the preparation of the annual report, it is necessary that all items of income be not only entered in the proper fund, but also classified under each fund. According to law there are two funds recognized for all districts—general and schoolhouse. Receipts should be deposited into one of these funds on the following basis:

Schoolhouse Fund

1. Collection of a tax authorized by the voters of a district.
2. Proceeds of the sale of bonds authorized by law.
3. Proceeds of a tax levied to pay principal and interest on bonded indebtedness.
4. Proceeds of a tax levied to purchase sites.

General Fund

1. All other moneys received for any other purpose. Note that these receipts are further divided into revenue receipts and non-revenue receipts depending upon their source. Revenue receipts are those coming from taxation, either directly or indirectly, or which do not result in increasing indebtedness or the depletion of school property. Receipts from loans and bond sales or the sale of property, equipment and supplies are classed as non-revenue. Transfers between funds, as provided for in Sections 24.21, 24.22, 278.1, and 279.31, of the School Laws, are non-revenue receipts.

The disposition of receipts as indicated on Form S 1 follows this outline:

General Fund

Revenue receipts
District tax, including special levies for transportation, tuition, and textbooks.
Appropriations
Federal and state aid
Semi-annual apportionment.
Tuition
Other sources
Non-revenue receipts
Sale of supplies
Other sources

Schoolhouse Fund

Revenue receipts
Tax for bonds and interest (Sec. 298.18)
Other taxes
Special schoolhouse tax (Sec. 278.1-7)
Special sub-district tax (Sec. 278.3)
Special site levy (Sec. 297.5)
Special playground levy (Sec. 300.3)
Non-revenue receipts
Sale of bonds
Other sources

MAKING AND RECORDING AN EXPENDITURE

The secretary can be of much assistance to the board of directors and save them considerable time by assembling in advance of a board meeting all the facts necessary to transact its business. This is particularly true with regard to the payment of bills. The following procedure should be followed:

1. The expenditure should have been authorized by the board or its official representative.
2. Secure an itemized statement or invoice of the items for which payment has been requested. If there be more than one invoice from the same party, they should be assembled together.
3. Ascertain if all goods have been received in good condition by the district and billed at the price previously quoted to the district.
4. Note the rate of discount and the date when the bill must be paid in order to secure the discount.
5. Present the invoice or statement to the board of directors for their consideration. If the board has a purchasing committee it should first be approved by them before presentation to the board.
6. If a warrant has been drawn before the expenditure has been audited by the board of directors, as authorized by Section 279.27, School Laws of Iowa, the bills which have been so paid should be submitted to the board for their consideration at the next meeting and the action of the board entered in the minutes of the meeting at which they were finally approved.
7. The minutes of the board of directors should show its approval for each expenditure.
8. If the board authorizes payment, prepare an order (warrant) upon the treasurer for the amount of the invoice, less any discount to which you are entitled. In case two or more invoices from the same firm are paid at the same time, one warrant is sufficient, but the various purposes for which the warrant is drawn should be itemized. The left hand side or stub of the warrant should also be filled out.
9. Make an entry on Form S 2, Warrant Register, as elsewhere described.
10. Countersign the warrant when it has been signed by the president.
11. Deliver warrant to party to whom the district is indebted.
12. Place on file a receipt or receipted invoice for each warrant drawn.
13. Preserve a file of warrants which the treasurer has paid and returned to the secretary.

CLASSIFICATION OF EXPENDITURES

The records of a district should indicate not only the fund from which the expenditure is made but also the

purpose of the expenditure. To meet this need the grouping found on Form S 2 is made. These headings correspond with those used by the United States Office of Education and are also found in a majority of other states.

The secretary should become familiar with these classifications and whenever a warrant is issued and entered on the Warrant Register, he should be certain that the amount of the expenditure is placed in the proper column or columns. A statement of the meaning of each heading and the most commonly used items to be included in each column is included for your guidance:

General Fund

A. General Control

This includes the "overhead" expenses of the board of education which have to do with the general management of the affairs of the district. Include under this heading—

1. Secretary's salary.
2. Cost of bonds for secretary and treasurer, and financial audit.
3. School election costs, including supplies, room rent, etc.
4. Records and supplies for secretary and treasurer, such as blank forms, postage, etc.

B. Instruction

This refers to expenditures for actual teaching and the improvement of teaching. Include under this heading—

1. Salaries of supervisors, principals and teachers.
2. Textbooks and library books purchased by the district, including cost of transportation of such books.
3. Supplies used in teaching, such as chalk, paper, paste, erasers, standard tests, pencils, supplies for manual training and home economics, newspapers and magazines and similar items.

C. Auxiliary Agencies

This refers to services which are closely connected with the work of a school. Include under this heading—

1. Transportation of pupils (Cost of additional busses should be included under capital outlay, and the replacement of old busses under maintenance).
2. Tuition, amounts paid to other districts.
3. Other items, such as lunches, playground supplies, etc.

D. Co-ordinate activities

This refers to activities which are in addition to the regular work of the school. Include under this heading expenditures for health services (nurse, dental service, physical examinations), compulsory attendance, etc.

E. Operation of Plant

This refers to the cost of keeping the buildings open and usable. Include under this heading salaries of janitors, fuel, water, electricity, sweeping compound, brooms, dusters, floor oil, soap, paper cups, towels, toilet paper, cost of hauling fuel, etc.

F. Maintenance of Plant

This refers to the cost of repairing and restoring school property to its original condition. Include under this heading both labor and materials for the repair of buildings, replacement of broken windows, painting and papering, repair of furnace, stove, plumbing, repair of broken furniture or equipment used in teaching, etc.

G. Fixed Charges

This refers to expenditures which are a fixed or regular charge. Include under this heading the cost of insurance, rent, taxes, etc.

H. Capital Outlay

This refers to expenditures for additional equipment, labor and materials for the alteration of old buildings, grounds, heating plants, etc. Note that capital outlay is also a part of the schoolhouse fund. These costs are to be included here only when paid for out of the general fund.

I. Debt Service

This refers to interest on warrants drawn on the general fund.

J. Transfer to Schoolhouse Fund

This refers to amounts transferred from the general fund to the schoolhouse fund, as provided in Section 279.31, School Laws.

Schoolhouse Fund

K. Capital Outlay

This refers to amounts paid out for projects which the voters of the district have previously authorized at an election. This includes the purchase of sites, erection of new buildings, furniture and equipment for new buildings, labor and materials for alteration of buildings, etc. If the voters of the district have authorized a special levy as provided in Section 278.1-7, or the board has made a special levy for the purchase of sites, as provided in Section 297.5, receipts and expenditures for such purposes should be separately accounted for.

L. Debt Service

This refers to expenditures for the retiring of outstanding indebtedness. Include under this heading—

1. Bonds—payments on the principal of bonds.
2. Interest—on bonds and interest-bearing warrants.

M. Transfer to General Fund

This refers to amounts transferred to the general fund as provided in Section 278.1-5.

CAPITAL OUTLAY FROM BOTH FUNDS

The term "Capital Outlay" refers to an expenditure which increases the amount of property owned by the district. Whether or not an expenditure for Capital Outlay as previously defined should be charged to the general fund or schoolhouse fund depends upon the authorization for the purchase. If the issuance of bonds, or a levy for a special purpose has been authorized by the voters of a district at an election, the expenditure for that purpose should be paid from the schoolhouse fund. If the purchase has been made by decision of the board of education alone, payment should be made from the general fund (unless the board has made a special levy for the purchase of sites, as provided in Section 297.5, School Laws, in which case the purchase of such sites should be paid from the schoolhouse fund). The following illustration may be of value in making this distinction clear. Some new pupil's desks are purchased. If the voters of a district have authorized the issuance of bonds for the purpose of erecting or equipping a building and the desks purchased are to be used in this building, their cost should be paid from the schoolhouse fund and entered in Form S 2, Column 22, since the proceeds of the sale of bonds are deposited in the schoolhouse fund. However, if a board finds that it needs more desks for a room or building and no bonds have been voted for this specific purpose, the cost of such desks should be paid from the general fund and charged to "Capital Outlay," Form S 2, column 18.

DEBT SERVICE FROM BOTH FUNDS

The term "Debt Service" refers to the cost of retiring outstanding indebtedness. The only debt service charges to be made against the general fund are for the interest on outstanding warrants against that fund. In other words, the interest on an outstanding warrant is to be charged against the same fund as that upon which the secretary's warrant is written. To illustrate, a teacher is given a salary warrant for \$75 which becomes interest-bearing and when the warrant is finally paid by the treasurer, the interest amounts to \$1.25, making the total disbursement \$76.25. In this case the amount of \$75 should be entered

in column 8 of Form S 2 and \$1.25 in column 19 of Form S 2.

Payments upon interest and principal of outstanding bonds, and also interest on schoolhouse fund warrants are to be recorded under the schoolhouse fund as "Debt Service" in columns 23 and 24 of Form S 2.

USE OF RECORD FORMS

Form S 1—Cash Receipts

All income of the school district should be entered on this form. Note that the columns are numbered for convenience. Information concerning each item of receipt should be given as follows:

Column 1. The date upon which the secretary receives an amount.

Column 2. The party from whom the funds are received, such as "Treasurer of Iowa County," "State Comptroller," etc. If your district has territory in more than one county, the name of the county from which money is received should be part of the notation in this column.

Column 3. The purpose for which the funds have been turned over to the district, as "Apportionment," "Standard School Aid, Hill School," etc. In case the amount received, such as a draft from the county treasurer, is to be divided between the general fund and the schoolhouse fund, the draft should indicate the amount to be placed in each fund and this division should be observed.

Column 4. The number of the receipt the secretary issues when accepting funds.

Column 5. The total amount received by the general fund.

Column 6. The total amount received by the schoolhouse fund. Note that if a remittance, such as the receipt of tax proceeds from the county treasurer, is to be divided between both funds, the entire transaction may be entered on one line.

General Fund

Column 7. The amount of tax received from the county treasurer, which is to be credited to the general fund. Receipts from special tax levies to pay for textbooks, transportation, and tuition of pupils should be included in this column. The name of the county from which received should be a part of the entry in Column 2.

Column 8. The amount received from the county treasurer, as the semi-annual apportionment, and the amount received from the state or federal government as aid. The name of the county from which received should be in Column 2. The kind of aid (standard school, mining camp school, consolidated school, etc.), should be part of the entry in Column 3.

Column 9. The amount collected from other districts or parties for tuition of pupils attending your school. The proceeds of a special tax levy, as authorized by law (Sec. 298.1-3), for the payment of tuition should not be entered in this column, but should be included in Column 7. The name of the district or individual paying the tuition should be the entry in Column 2.

Column 10. The amount received from rent of buildings, interest on deposits, cash gifts or fees. The nature of the receipt should be entered in Column 3.

Column 11. The amount received from the sale of any school supplies. The particular kind of supplies which have been sold should be indicated in Column 3.

Column 12. For local use, where a special record is desired.

Column 13. The amount received by transfer from the schoolhouse fund, which has been authorized by the voters of a district, as provided in Section 278.1-5, from insurance adjustments, refunds, or the proceeds from the sale of property (unless the voters have directed that it be placed in the schoolhouse fund).

Note—The sum of the entries in Columns 7 to 13 inclusive, for any horizontal line must exactly equal the amount in Column 5.

Schoolhouse Fund

Column 14. The amount received from district tax which has been levied to pay the interest on outstanding bonds or to retire part of the principal.

Column 15. The amount received from a special levy of one mill by the board of directors, for the purchase of sites as provided in Section 297.5, or a schoolhouse tax which has been approved by the voters of the district, as provided in Section 278.1-7, or a special levy for playgrounds, as provided in Section 300.3. The remittance from the county treasurer should specify the proceeds of the levy made and the special levy should be mentioned in Column 3.

Column 16. The amount received from the sale of bonds of the district which have been authorized by the voters. The name of the party who purchased the bonds should be entered in Column 2. If the bonds sold were funding bonds (bonds issued to retire outstanding bonds) a statement of this fact should be given in Column 3.

Column 17. For local use, where a special record is desired.

Column 18. The amount received from transfer of a surplus from the general fund as provided in Section 279.31, or sale of property which the voters have directed to be placed in the schoolhouse fund (Sec. 278.1-2).

Note—The sum of the entries in Columns 14 to 18 inclusive, for any horizontal line must exactly equal the amount in Column 6.

Column 19. For Notations or balances the secretary may choose to record.

Form S 2—Warrant Register

Whenever the secretary issues a warrant which has been signed by the president of the board, an entry should be made on this form. The secretary should determine how much of the total of each warrant should be placed under each of the headings of Columns 7 to 25 inclusive, and make the entries as indicated below.

Column 1. The date upon which the warrant is written.

Column 2. The number of the warrant.

Column 3. The name of the party to whom the warrant is issued, such as "Globe Supply Company," "Sam Smith," etc.

Column 4. The purpose of the expenditure, such as "Geography Maps," "Sweeping Compound," "Secretary's Salary," etc.

Column 5. If the warrant is drawn upon the general fund, the total amount of the warrant should be entered here.

Column 6. If the warrant is drawn upon the schoolhouse fund, the total amount of the warrant should be entered here.

Columns 7 to 20. In these columns the total amount entered in Column 5 should be distributed. Refer to "Classification of Expenditures" General Fund, for further details. For example, a payment to the secretary of \$12.50 from the general fund is authorized. Of this amount \$7.50 is for the salary of the secretary and \$5.00 is for sweeping compound, floor brushes, and floor oil. In Column 5 should be entered \$12.50, in Column 7 (General Control) should be placed \$7.50, and in Column 15 (Operation of Plant) should be placed \$5.00. Note that the sum of the entries in Column 7 to 20 inclusive, should agree with the amount in Column 5. The column numbers after each item in the list of supplies should assist in placing expenditures in the proper column.

Columns 21 to 25. In these columns the total amount entered in Column 6 should be distributed. Refer to "Classification of Expenditures" Schoolhouse Fund for further details. For example, assume an expenditure of \$625 for

the payment of principal and interest on bonds is authorized. Of this amount \$500 is to retire a bond and \$125 is to pay the interest on outstanding bonds. In Column 6 should be placed \$625, in Column 23 the amount of \$500 should be placed and \$125 in Column 24. Note that the sum of the entries in Columns 21 to 25 inclusive should agree with the amount in Column 6.

The secretary should retain in his file itemized invoices or receipts for all warrants drawn, and they should be filed in the same order as the warrants are issued.

Form S 3—Insurance Record

The purpose of this form is to have a record of the insurance policies which the board of directors has purchased. Its use is herewith indicated:

Column 1. The building, property, or individuals upon whom the district is carrying insurance, as "Building, District No. 4," "Contents, Building No. 4," "Teachers," etc.

Column 2. The type of protection covered, as "Fire," "Tornado," "Workmen's Compensation," etc.

Column 3. The name of the company that issues the policy.

Column 4. The name of the agent through whom the board purchased the insurance.

Column 5. The number which the insurance company has placed on the policy.

Column 6. The amount (in dollars) of insurance named in the policy.

Column 7. The date upon which the protection began, as stated in the policy.

Column 8. The number of years for which the policy is issued, as "one," "three," etc.

Column 9. The date upon which the policy ceases to be in force.

Column 10. The rate or cost of insurance for each \$100, \$1,000, etc., of protection.

Column 11. The total cost of the policy to the district.

Column 12. The number of the secretary's warrant issued in payment of the premium.

Column 13. For any use the secretary may choose.

Form S 4—Bond Register

The secretary should have a record showing at a glance facts concerning the bonded debt of the school district. To do this requires that a continuous statement of outstanding bonds and their retirement be kept. Data concerning the entire series of bonds are entered at the top of the page and a section composed of two adjacent vertical columns is given for each bond. As interest coupons are paid, a record should be kept in the parallel columns of each section. Since the semi-annual interest is constant during the life of a bond, a single entry at the top of each section after the words "Interest Due" to indicate the amount of interest to be paid semi-annually is sufficient.

Since all of a series of bonds may not be retired during the time this book is used, this record form should be carefully preserved until all of the bonds listed herein are finally paid, or the record of unpaid bonds transferred to another book.

Form S 5—Tuition Payments

It is desirable that the secretary have a record which shows the names of pupils who are residents of the district and for whom the district is obliged to pay tuition and the amounts of tuition paid. This record will also show the names of pupils for whom tuition has not been paid and the amount of unpaid tuition. Entries on this form will be made as follows:

Column 1. The school year, such as 1950-51, in which a pupil, resident of your district, attends another school at the expense of your district.

Column 2. The name of the pupil who has attended school in the other district.

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Column 3. The name of the school or district where the pupil has attended.

Column 4. The number of months which the pupil has attended school in the district during the year indicated in Column 1.

Column 5. The amount of tuition charged per month for the time the pupil attends.

Column 6. The total amount of tuition due for the time indicated in Column 4.

Column 7. Date when a warrant has been written in payment of the tuition.

Column 8. The amount of the warrant written in payment of tuition.

Columns 9 and 10. In the event that the entire payment of tuition is not made at one time, payments later than those reported in Columns 7 and 8 will be entered in these columns. Follow instructions given for Columns 7 and 8.

ANNUAL REPORT TO COUNTY SUPERINTENDENT

At the close of the school fiscal year, the secretary prepares and sends to the county superintendent an annual report which includes both attendance and financial data. The information on pupil attendance should be secured from the teachers' reports. The financial part will be taken from the secretary's records. Blanks for this report will be sent to you from the county superintendent's office.

RECONCILIATION WITH TREASURER

Upon the preparation of the annual financial statement by the secretary, he should confer with the treasurer and note whether or not their records, and particularly their balances, agree. The secretary's balance in each fund should exactly agree with the treasurer's balance, if all warrants issued by the secretary's have been paid. If there be a difference between the secretary's balance in any fund and the treasurer's balance for the same fund, the difference should be the total of the warrants which have not been paid.

EXAMINATION BY STATE AUDITOR

According to law there will be an annual examination of the secretary's records by representatives of the state auditor. The examiners have indicated that the secretary should have in readiness for the audit the records contained in this book; and in addition the following materials:

1. Cancelled warrants which have been returned from the treasurer.
2. Itemized invoices for all warrants drawn, or receipts where invoices have not been filed.
3. Receipts for moneys turned over to the treasurer.
4. Duplicate receipts for moneys which he has collected.
5. Copy of the annual budget estimate for the preceding fiscal year, which has been certified to the county auditor.
6. Minutes of meetings of board of education.
7. Cancelled bonds and coupons.

LISTS OF EQUIPMENT AND SUPPLIES

It is essential that the difference between these two terms be clearly understood. Equipment refers to articles whose use extends over a period of years, while supplies are materials which are consumed through use. For example, desks, microscopes, phonographs, etc., would be classed as equipment, whereas chalk, paper, or sweeping compound are considered supplies. The lists given below are not complete but include items which are purchased frequently. To secure uniformity of accounting they should be adhered to strictly.

EQUIPMENT

Purchases of equipment are made either to replace worn out equipment, or to add to the amount on hand. If the equipment purchased is for replacement purposes, it should be charged to Maintenance, and the cost entered in Column 16 of Form S 2. If its purchase means additional equipment, it should be charged to Capital Outlay, general fund, and the cost entered in Column 18 of Form S 2, unless the purchase has been authorized by the voters of the district, in which instance the cost should be entered under Capital Outlay, schoolhouse fund, in Column 22 of Form S 2.

The following articles are to be considered as equipment:

Adding machine	Bottle, vacuum
Addressing machine	Bowl
Air gauge	Bread board
Air moistener	Bric-a-brac
Air pump	Brief case
Anvil	Broiler
Arm chair	Bubbler fountain
Ash can	Bucket
Atlas	Bulletin board
Auger	Bunsen burner
Auger bit	Bus
Automobile	Bus sign
Automobile horn	Bust
Automobile jack	Buzzer
Awl	Cabinet
Awning	Calculating machine
Axe	Calipers
Balance	Call bell
Band Saw	Camera
Banner	Can opener
Barometer	Candelabrum
Basin	Canvas
Basket	Canvas curtain
Basketball goal	Card holder
Bathroom fixture	Card rack
Battery	Carpenter's bench
Battery (storage)	Carpenter's gauge
Battery tester	Carpenter's horse
Bed	Carpenter's square
Bed cover	Carpet
Bed spread	Carpet beater
Bed springs	Carpet sweeper
Bedding	Cart
Bell	Carving knife
Bellows	Cash box
Bench	Cash register
Bicycle	Chafing dish
Bicycle rack	Chain
Billing machine	Chair
Binder	Chair desk
Binding equipment	Chair pad
Binoculars	Chalk trough
Bit-tool	Chart
Bit brace	Chart printer
Blackboard	Check protector
Blackboard compass	Check writer
Blanket	Chisel
Bleacher seats	Chopper
Blocks	Circuit breaker
Block cutter	Clamp
Block holder	Clay working equipment
Blow-off valve	Cleaver
Boiler	Clock
Boiler plug	Clothes bar
Boiler tube	Clothes basket
Book (not text)	Clothes horse
Book case	Clothes wringer
Book ends	Coal hod
Book rack	Coal screen
Bottle, syphon	Coal scuttle

Coal shovel	Fire hose
Coffee pot	Fire shovel
Coffee urn	Fireless cooker
Colander	First aid cabinet
Collapsible table	Flag
Combination padlock	Flag pole
Compass	Flag rope
Cooking equipment	Flatiron
Cooking stove	Fluoroscope
Cord holder	Folding chair
Cork linoleum	Foot rest
Corkscrew	Forceps
Costumer	Force pump
Cot	Fork
Couch	Form (for dressmaking)
Cover	Fume hood
Crockery	Funnel
Cup	Furnace
Cup dispenser	Furniture
Curtain rod	Garbage can
Curtain, stage	Garden hose
Curtain, window	Garden tools
Cushion	Gas light fixture
Cylinder	Gas plate
Dater	Gas range
Dating machine	Gauge glass
Desk	Giant stride
Desk lamp	Glasses
Dictionary	Globe
Dictionary holder	Gong
Dish	Graduate (glass)
Dishwasher	Grand stand
Display case	Grass shears
Ditto machine	Grindstone
Document case	Gymnasium equipment
Domestic science table	Hack saw frame
Door check	Hall tree
Dood knob	Hammer
Door mat	Hamper
Door opener	Handbag
Door screen	Handle
Door sign	Hatchet
Drafting machine	Health scales
Drawing board	Heating equipment
Drawing compass	Hektograph
Drawing instrument	Hinge
Drawing pen	Hitching post
Drawing table	Hitching strap
Drill	Hoe
Drinking fountain	Horizontal bar
Dry measure	Horn
Dumb bell	Horse
Duplicating machine	Horse clippers
Dust pan	Hose
Easel	Hose equipment
Electric bell	Hourglass
Electric fan	Hydrant
Electric fixture	Hydrometer
Encyclopedia	Hygrometer
Eraser cleaner	Ice box
Fan	Ice chisel
Fastening machine	Ice chopper
Faucet	Ice cream freezer
Field glass	Ice pick
Filing cabinet	Ice tongs
Filing case	Incinerator
Filter dish	Indian club
Fire alarm glass	Ink well
Fire alarm system	Insect net
Fire axe	Interest table
Fire extinguisher	Iron bucket
Fire grate	Iron cord
Fire hook	Iron fence
Fire horn	

Calico—10, 13.
 Candle—10, 15.
 Carbide—10, 11, 15.
 Carbon contact (for bell)—10, 16.
 Carbon paper—7, 10.
 Cardboard—7, 10.
 Cards—7, 10.
 Casters—16.
 Catalogue cards—7, 10.
 Catalogue slips—7, 10.
 Cement hardener—16, 18, 22.
 Census supplies—7.
 Chair seat—16.
 Chalk—10.
 Chamois—10, 11, 15.
 Charcoal—10.
 Chart paper—7, 10.
 Checkbook—7, 10.
 Cheesecloth—10, 13, 15.
 Chemicals—10, 11, 15.
 Chloride of lime—10, 15.
 Chocolate—10, 13.
 City directory—7.
 Class record book—10.
 Clay—10.
 Cleaning compound—15.
 Cleaning powder—15.
 Clips, paper—7, 10, 14.
 Closet springs—16.
 Cloth—7, 10, 13, 14, 15.
 Clothes brush—7, 10, 13, 15.
 Clothes hanger—10, 13.
 Clothes line—10, 13, 15.
 Coal—15.
 Coat hanger—10, 13.
 Cocoa mat—11, 15.
 Commencement invitations—10.
 Conduit—16, 18, 22.
 Construction paper—10.
 Contract forms—7.
 Cooking salt—10, 13, 15.
 Copper—10, 11, 16.
 Cord—7, 10, 15.
 Cork linoleum—7, 10, 16, 18, 22.
 Correction fluid—7, 10.
 Cotton, absorbent—10, 14.
 Counter brush—10.
 Crayons—7, 10.
 Cross section paper—10.
 Crushed stone—16, 18, 22.
 Cups, paper—13, 15, 18, 22.
 Curtain cord—16, 22.
 Decorations—10.
 Denatured alcohol—10, 14, 15.
 Deodorant—15.
 Desk pad—7, 10.
 Diagnostic tests—10.
 Diploma—10.
 Diploma ribbon—10.
 Disinfectant—15.
 Distilled water—10, 11, 15, 16.
 Door check filler—16.
 Dowel—10, 16.
 Drawing paper—10.
 Dry cell—10, 16.
 Duplicator refill—7, 10.
 Duplicator stencil—7, 10.
 Dust cloth—10, 13, 15.
 Dust layer—15.
 Dust mop—15.
 Dye—10, 15.
 Eaves trough—16, 18, 22.
 Eggs—10, 13.
 Elastic—10, 14.

Election material—7.
 Electric light bulb—15.
 Electrolyte—10, 11, 15, 16.
 Emery cloth—10, 15.
 Enamel—10, 15, 16, 18, 22.
 Enrollment cards—10, 13.
 Envelopes—7, 10.
 Erasers—7, 10.
 Ether—10, 11.
 Examination book—10.
 Examination paper—10.
 Excuse blanks—7, 10.
 Eyelets—7, 10.
 Felt letters—10, 13.
 File (for shop)—10, 16.
 Filing materials—7, 10, 13.
 Filler, wood—10, 16, 18, 22.
 Film cement—10, 13.
 Filter paper—10, 15.
 Fire extinguisher filler—15.
 First aid set—10, 14.
 Flash cards—10.
 Floor brush—15.
 Floor dressing—15.
 Floor oil—15.
 Flour—10, 13.
 Flower pot—10, 16.
 Flowers—10, 16, 18, 22.
 Flower seeds—10, 16, 18, 22.
 Flushing liquid—15.
 Fly paper—15.
 Folder—7, 10, 13, 14.
 Football—10, 13.
 Fountain pen ink—7, 10.
 Friction tape—15, 16.
 Frosted window glass—16, 18, 22.
 Fruit—10, 13.
 Fuel—15.
 Fuel oil—15.
 Furniture polish—13, 15.
 Fuse—15.
 Fuse refill—15.
 Galvanized pipe—16, 18, 22.
 Gas—10, 13, 15.
 Gasket—16.
 Gasoline—7, 10, 11, 15.
 Gas mantle—15.
 Gauze—10, 14.
 Glassware—10, 13, 16.
 Glass, window—16, 18, 22.
 Gliders (for chairs)—16.
 Glue—7, 10, 15.
 Graphite—10, 11, 15.
 Graph paper—7, 10.
 Grass seed—16, 18, 22.
 Gravel—16, 18, 22.
 Grease—10, 11, 15.
 Groceries—10, 13.
 Guide cards—7, 10.
 Gummed figures—7, 10.
 Gummed tape—7, 10.
 Gymnasium supplies—10, 13.
 Hacksaw blade—10, 11, 16.
 Handle—10, 16, 18, 22.
 Hanger, clothes—10, 13.
 Hektograph refill—7, 10.
 Hektograph supplies—7, 10.
 Hook, coat—15, 18, 22.
 Hooks and eyes—10.
 Ice—10, 13, 15.
 Index cards—7, 10.
 Index tabs—7, 10.
 India ink—7, 10.
 Indoor ball—10, 13.

Ink—7, 10.
 Ink eradicator—7, 10.
 Ink powder—10.
 Ink well—7, 10.
 Invoice book—7, 10.
 Journal—7, 10.
 Journal paper—7, 10.
 Kerosene—10, 11, 15.
 Kindergarten material—10.
 Labels—7, 10, 13, 14.
 Lacquer—10, 16, 18, 22.
 Lard—10, 13.
 Lead—10, 16.
 Lead pencil—7, 10.
 Leather—10, 16.
 Ledger—7, 10.
 Ledger paper—7, 10.
 Letter folders—7, 10, 14.
 Letter heads—7, 10.
 Lettering pen—10.
 Library cards—10.
 Lime—10, 15, 16, 18, 22.
 Linseed oil—10, 15, 16, 18, 22.
 Liquid glass—15.
 Liquid soap—15.
 Lock nuts—11, 16.
 Lumber—10, 16, 18, 22.
 Lye—10, 11, 15.
 Machine bolts—11, 16.
 Macreme cord—10.
 Magazines—7, 10, 13.
 Manila rope—10, 15.
 Matches—10, 13, 15.
 Meat—10, 13.
 Medicine—14.
 Medicine ball—10, 13.
 Metal polish—10, 15.
 Milk—10, 13.
 Mimeograph paper—7, 10.
 Mimeograph supplies—7, 10.
 Modeling board—10.
 Mop—16.
 Mortar—16, 18, 22.
 Motor oil—15.
 Mucilage—7, 10.
 Muratic acid—10, 15.
 Music paper—10.
 Muslin—10, 13, 15.
 Nails—10, 11, 16, 18, 22.
 Napkins—10, 13.
 Needles—10, 14.
 Newspaper—10.
 Notebook—7, 10, 13, 14.
 Notebook cover—7, 10, 13, 14.
 Notebook rings—7, 10.
 Number cards—10.
 Oak tag—7, 10.
 Oil—10, 11, 15.
 Oilcloth—10, 13.
 Order blanks—7, 10.
 Outline map—7, 10.
 Packing—11, 16, 18, 22.
 Pail—10, 11, 15.
 Paint—10, 11, 16, 18, 22.
 Paint brush—10, 16, 18, 22.
 Pamphlet—7, 10.
 Paper—art—10.
 bookkeeping—7, 10.
 carbon—7, 10.
 construction—10.
 crepe—10.
 doilies—10.
 drawing—10.
 examination—10.

mimeograph—7, 10.
 music—10.
 practice—10.
 squared—7, 10, 14.
 theme—10.
 toilet—15.
 towels—15.
 typewriting—7, 10.
 wall—10, 16, 18, 22.
 Paper clips—7, 10, 14.
 Paper cups—15.
 Paper plates—10.
 Paper towels—15.
 Paste—7, 10.
 Pencil—7, 10.
 Pencil sharpener cutter—10.
 Penholder—7, 10.
 Pen point—7, 10.
 Periodical—7, 10, 14.
 Personnel forms—7, 10.
 Phonetic drills—10.
 Phonograph needles—10.
 Picture wire—10, 15.
 Pins—7, 10.
 Pipe fittings—16, 18, 22.
 Pipe opener—15.
 Plan book—10.
 Plane cap—10, 16.
 Plaster—10, 16, 18, 22.
 Playground ball—10, 13.
 Polish—10, 15.
 Postage—7.
 Posters—7, 10.
 Printed notice—7, 10, 13.
 Printing—7, 10.
 Pupil register—10.
 Push button—10, 16, 22.
 Push pin—7, 10.
 Putty—10, 16, 18, 22.
 Radiator brush—15.
 Radiator compound—11.
 Raffia—10.
 Rasp—10, 16.
 Rat Poison—15.
 Record book—7, 10, 13, 14.
 Record cards—7, 10, 14.
 Reed—10.
 Report cards—10.
 Report forms—7, 10, 14.
 Requisition blanks—7.
 Ribbon for diplomas—10.
 Ribbon for office machine—7, 10.
 Rock salt—10, 15.
 Roll for duplicator—7, 10.
 Roof cement—10, 11, 16, 18, 22.
 Roofing material—10, 11, 16, 18, 22.
 Rope—10, 11, 13, 15.
 Rope binders (library)—10.
 Rubber ball—10, 13, 16.
 Rubber bands—7, 10.
 Rubber keys—7, 10.
 Rubber stamp—7, 10.
 Rubber stamp pad—7, 10.
 Safety pins—10, 15.
 Salt—10, 13, 15.
 Sand—10, 13, 15, 16, 18, 22.
 Sandpaper—10, 15, 16.
 Sanitary napkins—15.
 Sanitary towels—15.
 Sash cord—11, 16, 18, 22.
 Sawblades—10, 16, 18, 22.
 Sawdust—10, 15.
 Scorebook—10, 13.

Scratch pad—7, 10.
 Screen wire—10, 11, 16, 18, 22.
 Screws—10, 11, 15, 16.
 Screw eyes—10, 11, 15, 16.
 Screw hooks—10, 11, 15, 16.
 Scrubbing compound—15.
 Secretary's book—7.
 Seeds—10, 16, 18, 22.
 Sheet iron—10, 16.
 Sheet music—10.
 Shellac—10, 11, 15, 16.
 Silk—10.
 Silver polish—10, 15.
 Slating (blackboard)—16, 18, 22.
 Soap—10, 13, 15.
 Soldering material—10, 11, 16.
 Solvent—15.
 Spindle for valve—16.
 Sponge—10, 15.
 Springs—10, 11, 16.
 Stain—10, 16, 18, 22.
 Stamp—postage—7, 10.
 rubber—7, 10.
 Standard tests—10.
 Staples—7, 10, 11, 16.
 Statements, blank—7, 10.
 Stationery—7, 10.
 Steel cable—16.
 Steel wool—10, 15, 16, 18, 22.
 Stencils—7, 10.
 Stove bolts—16.
 Strings, musical instruments—10.
 Sweeping compound—15.
 Tablet—7, 10.
 Tacks—7, 10, 11.
 Tags—10, 15.
 Tape—adhesive—10, 13, 14.
 bookbinding—10.
 Tennis ball—10, 13.
 Tests—10.
 Textiles—cloth—10, 15.
 thread—10.
 yarn—10.
 Thimble—10.
 Thread—10.
 Thumb tacks—7, 10, 14.
 Tickets, admission—10, 13.
 Tin drinking cup—13, 15.
 Toilet paper—15.
 Tongue depressors—14.
 Towels—13, 15.
 Toy—10.
 Toy money—10.
 Tracing cloth—7, 10.
 Treasurer's book—7.
 Trophy—10, 14.
 Turpentine—10, 15, 16, 18, 22.
 Twine—7, 10, 15.
 Type cleaner—7, 10.
 Typewriter eraser—7, 10.
 Typewriter ribbon—7, 10.
 Valve compound—10, 11, 15.
 Varnish—10, 15, 16, 18, 22.
 Varnish remover—10, 15, 16, 18, 22.
 Vegetables—10, 13.
 Volley ball—10, 13.
 Wallpaper—10, 16, 18, 22.
 Wallpaper cleaner—16, 18.
 Washers—16, 18, 22.
 Washing powder—10, 13, 15.
 Waste—10, 15.
 Water color—10.
 Waterproofing material—10, 11, 16, 18.

Wax—10, 15, 16.
 Waxed paper—10, 13.
 Weaving material—10.
 Weight chart—10, 14.
 Wire—11, 15, 16, 18.
 Wood—10, 11, 15.
 Wood filler—10, 11, 16, 18, 22.
 Wood splinters—14.
 Work books—10.
 Wrapping paper—7, 10, 13, 15.
 Writing fluid—7, 10.
 Yarn—10.
 Zinc—10, 11, 16, 18, 22.

Minutes of the Board of Directors

Date of Meeting Mar. 26 - 1953 10:00 AM
Standard Form by Department of Public Instruction, March, 1936.

Members Present: Arthur Elmegeen, Aloa Oerman, Alvin Mohr, Edward Hartz
Jake Lafrenz, Victor Mennert and Allen Plambeck.

Business Transacted:

The Board of Directors of the Shendau Twp. School Dist met in the basement of the Central Trust & Savings Bank with Pres of the Board Mennert calling the meeting to order. Minutes of the previous meeting were not read because they were not available at the time.

After some discussion it was moved by Alvin Mohr Sec. by Allen Plambeck the salary of the Teachers in the Shendau Township be \$290.00 per month for a period of 9 1/2 months and during the school year 1953-1954 motion carried.

Moved by Allen Plambeck Sec. by Aloa Oerman meeting adjourn
Harvey H. Fuhl Secy.

Minutes of the Board of Directors
Date of Meeting April 7 - 1953 - 8:00 PM
Source: Bureau of Development and Public Instruction, March, 1955.

Members Present: Arthur Elmegeen, Walter Schneckloth, Olof Aerman, Jake Lafrenz
Victor Meinert, Harvey Moeller, Edward Harty and Allen Plambek

The Board of Directors of the Sheridan Twp. School District met in the basement of the Central Trust & Savings Bank with President of the Board Macneil calling the meeting to order. Minutes of the previous meeting were read with no objections or corrections.

Moved by Alva Oerman Sec. by Arthur E. Hinegreen that pupils must be 6 years of age by Nov. 15 in order to begin school at the start of the school year. Motion carried.

Moved by Harvey Moeller Sec. by Alva German meeting adjourns.

Harvey N. Kuhl, Secy.

Date of Meeting

Members Present

Business Trans

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Minutes of the Board of Directors

Date of Meeting June 15 - 1953 - 8:00 PM
 Standard Form by Department of Public Instruction, March, 1936

Members Present:

Arthur Elmqvist, Elva German, Alvin Mober, Jake Laping,
 Victor Mierant, Harvey Moeller, Edward Hartz and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Fwy School Dist met in
 the basement of the Central Trust and Savings Bank with Pres. of
 the Board Mierant calling the meeting to order. Minutes of the April
 7th meeting were read without question or correction.

Moved by Alvin Mober sec. by Edward Hartz. The following bills be
 allowed if paid: Elva German 14.25; Francis Feldpausch 25.40; Frederick
 1.95 and Werts. 17. Motion carried.

Moved by Jake Laping Sec. by Alvin Mober a claim for transportation
 from William Weller, be corrected and that \$38.50 be allowed
 by the Board. Motion carried.

Moved by Arthur Elmqvist Sec. by Elva German that Fred Klemm
 be contacted to clean the bus route of the school
 in the township.

Moved by Elva German sec. by E. Hartz meeting adjourn.

Harvey H. Laping, Secy.

Minutes of the Board of Directors

Date of Meeting July 1 - 1953 - 8:00 PM

Members Present:

Arthur Elmegreen, Walter Schneekloth, Alva German, Alvin Mohr, Jake Lafrenz, Victor Munnit, Edward Hartz, Harvey C. Mueller + Allan Plambeck

Business Transacted:

The Board of Directors of the Sheridan Jwp. School Dist. met at the annual July 1st, meeting in the basement of the Central Trust & Savings Bank with Pres. of the Board Munnit calling the meeting to order.

Minutes of the June 15th meeting were read without protest or objection. Members of the Board made the annual audit of the Secretary's and Treasurer's books after which it was moved by Jake Lafrenz, Sec. by Walter Schneekloth that the books were found correct and the Board accept them as such. Motion approved.

Moved by Alvin Mohr Sec. by Allan Plambeck that Harvey Huhl be appointed Secretary for the ensuing year July 1st 1953 to July 1, 1954 with a salary of \$290.00. So carried.

Moved by Walter Schneekloth Sec. by Harvey Mueller that the Secretary's bond set at \$500.00 be approved. So carried.

Moved by Arthur Elmegreen Sec. by Edward Hartz that Elmer Hamann be appointed Treasurer for the next year July 1-1953 to July 1-1954 with a salary of \$70.00. Motion carried.

Moved by Alva German, Sec. by Alvin Mohr that Bond of \$1000.00 for the Treasurer be approved. So carried.

The Oath of Office for both Secretary and Treasurer was administered by Victor Munnit, Pres. of the Board.

Moved by Allan Plambeck Sec. by Alvin Mohr the budget for the school year of 1954-1955 be set at \$70,000.00. Motion carried.

Moved by Arthur Elmegreen Sec. by Allan Plambeck that De Witt, Davenport and Bettendorf be designated as High Schools for Transportation and Tuition for Sheridan Jwp. for the 1953-1954 school year. So carried.

It was agreed that hearing for objections to budget would be held at the Bank Basement at 8:00 PM on July 27th-1953.

Moved by Jake Lafrenz Sec. by Alvin Mohr meeting adjourn. So carried. Harvey H. Huhl, Secy.

Date of Meeting

Members Present:

Business Transacted:

Harvey C. Mueller
at the meeting without motion
Clyde M. Sheridan
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Date of Meeting

July 17 - 1953

Minutes of the Board of Directors

9:00 PM

Form 57-1A

WILSON LOOSE-LEAF CO., WILSON, N.C.

Members Present:

Arthur Elmegeen, Alvin Mohr, Jake Lafrenz, Victor Meinert, Harvey C. Maeller, Edward Hartz, and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Twp. School District met at the Seatt Co. Library in Eldridge with Pres. of the Board Meinert calling the meeting to order. Minutes of the July 1st meeting were read without objections or correction.

Motion was made by Alvin Mohr Sec. by Ed Hartz that Clyde Moore be awarded a contract to transport pupils from Sheridan Twp. to Davenport and Bettendorf High Schools at a rate of \$3.00 per week per pupil, the amount of compensation to be set by the number of pupils transported to High School the first month of the school year. Motion approved.

The President of the Board Meinert appointed Arthur Elmegeen, Edward Hartz and Jake Lafrenz to a committee to purchase coal for all Dist. using coal for heating purposes.

Moved by Harvey Maeller Sec. by Allan Plambeck that Kelly will be paid \$25.70 for transportation. So carried.

Moved by Jake Lafrenz Sec. by Alvin Mohr that Clarence Kreter be paid \$72.24 for transportation. Motion carried.

Moved by Harvey Maeller Sec. by Alvin Mohr meeting adjourns.

Harvey H. Kuhl, Secy.

Minutes of the Board of Directors

Date of Meeting

July 27 - 1953

8:00 PM

Standard Form by Department of Public Instruction, March, 1936.

Members Present

Arthur Elmegreen, Walter Schneckloth, Alva Derinan, Alvin Mohr, Jake Lapenz, Victor Meinent, Harvey C. Moeller, Edward Hartz and Allan Plambeck.

Business Transacted:

The Board of Directors of the Shendau Twp. School met at a special meeting in the basement of the Central Trust and Savings Bank held for the purpose of hearing objections to the budget, published at the July 1st meeting. Victor Meinent called the meeting to order. Minutes of the July 17th meeting were read without objection or correction. Since no one appeared at the meeting to object to the budget, it was moved by Allan Plambeck Sec. by Arthur Elmegreen the budget of \$70,000.00 for the year 1954 to 1955 be adopted. Motion carried. Moved by Alva Derinan Sec. by Alvin Mohr meeting adjourn. So. carried.

Harvey H. Kuhl Secy.

Date of Meeting

Members Present:

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Business Transacted:

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Minutes of the Board of Directors

Date of Meeting Sept. 15 - 1953 - 8:00 PM

Members Present: Arthur Elmegren, Alva Aerman, Alvin Moke, Jake Lafrenz, Victor Meiment, Harvey Moller, Edward Hartz and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Twp. School District met in the basement of the Central Trust & Savings Bank with Pres. of the Board Meiment calling the meeting to order. Minutes of the July 27th meeting were read without objections or corrections.

The following bills were presented: Edward Hartz 11.63; Downs Heating Sec. 7.50 Wells 55.53; Cooks Music Shop 11.02; Sears Roebuck 20.65; Alvin Moke 18.46 Albers Heating 5.00; Harvey Kuhl 1.78; Zoeklers 2.50 NW Savings & Loan Assoc. 1.56 Moved by Alva Aerman Sec. by Allan Plambeck bills be allowed and paid. So carried.

Moved by Allan Plambeck Sec. by Alvin Moke that Carl Sierksen be appointed Treasurer of the Sheridan Twp. School District to succeed Elmer Hamann and that transfer of funds, bond transfer will take place Nov. 1 - 1953. So carried.

Moved by Allan Plambeck Sec. by Ed Hartz meeting adjourn. So carried.

Harvey H. Kuhl Secy.

Date of Meeting

Nov, 4-1953 - 8:00 PM

Members Present:

Arthur Ehnegreen, Walter Schneckloth, Alva Oerman, Jake Lofrey, Victor Meunert, Harvey Moeller, Edward Hartz and Allan Plambeck

Business Transacted:

The Board of Directors of the Sheridan Top School Dist. met at the Central Trust & Savings Bank with Pres. of the Board Meunert calling the meeting to order. Minutes of the Sept. 15 meeting were read without objection.

The following bills were presented; Wests \$9.55; J. S. Latta & Son 3.40; N. W. Sabarport 4.24; American Book Co 2.65; Webster Pub. Co. 2.77; Central Trust & Sav. Bank 6.46; Guggs Piano Co. 7.24; Eldredge Coop. Co. 12.86; Eldredge Welding Svc. 4.50; Lesford Inpt. Co. 91.80; Linn & Co. 40.92. Moved by Harvey Moeller Sec. by Walter Schneckloth bills be paid. So carried.

The accounts of the Treasurer Elmer Hamann were audited and it was then moved by Jake Lofrey Sec. by Alva Oerman that the Book and accounts were found correct and in order and should be approved by the Board, so carried so the transfer of the School funds be made to Carl Dierksen. So carried.

Carl Dierksen was then sworn in as Treasurer of the Sheridan Top School Dist. by Victor Meunert.

Moved by Harvey Moeller Sec. by Alva Oerman meeting adjourn.

Harvey H. Kuhl Secy.

Date of Meeting

Members Present:

Meunert, Alva

Business Transacted:

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Date of Meeting Feb. 73-1954 8:00 PM Minutes of the Board of Directors

Standard Form by Department of Public Instruction, March, 1926

Form 57-1A Kalamazoo Loose Leaf Co., Kalamazoo, Mich.

Members Present:

Arthur Thuregren, Walter Schneekloth, Alva German, Jake Lofgren, Victor Meinert, Harvey C. Moeller and Allan Plambeck.

Business Transacted:

The Board of Directors of the Shandon Twp. School Dist. met in the Library in Eldredge with Pres. of the Board Meinert calling the meeting to order. Minutes of the Nov. 4th were read without protest.

The following bills were presented: Martha Caldwell 12.40 - Farm Service Co. 71.93 - And Harvey C. Moeller 32.50 Moved by Alvin Mohr, Sec. by Allan Plambeck bills be allowed and paid. So carried.

Purchase of new maps for the school was discussed but no action taken.

Moved by Allan Plambeck Sec. by Walter Schneekloth meeting adjourn So carried

Harvey N. Buhl Secy.

Date of Meeting March 15-1954 - 1:00 P.M. **Minutes of the Board of Directors**

Standard Form by Department of Public Instruction, March, 1936.

Members Present: Arthur Elmgreen, Alva German, Alvin Mohr, Jake Lafrenz, Victor Mennert, Harvey C. Moeller, Edward Hartz and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Twp. School Dist. met in the basement of the Central Trust & Savings Bank with Pres. of the Board Mennert calling the meeting to order. Minutes of the Feb. 23rd meeting were read and approved. Bills to Ed Hartz \$2.20 and Fleet Pub. Co. \$20.50 were presented.

Moved by Arthur Elmgreen Sec. by Allan Plambeck bills be allowed. So carried.

Moved by Allan Plambeck Sec. by Alva German meeting of the Old Board adjourn. So carried. Ray Kipp, Vernon Tuhl and Arnold Kipp were sworn in as directors of his district by Victor Mennert.

Allan Plambeck was appointed temporary chairman and he called for nomination for Pres. of the Board, Harvey Moeller, Alvin Mohr, Alva German and Allan Plambeck were nominated but Harvey Moeller and Alvin Mohr's names were withdrawn from the list. In the election Allan Plambeck was declared winner.

Moved by Jake Lafrenz Sec. by Harvey Moeller School year start Aug. 30-1954 So carried.

Moved by Ray Kipp Sec. by Alvin Mohr that a back stop be erected on the grounds of school yard in Dist. 3. So carried.

Moved by Alvin Mohr Sec. by Vernon Tuhl that a fence be erected around the school yard in Dist. 5. So carried.

Moved by Alva German Sec. by Jake Lafrenz meeting adjourn. So carried

Harvey N. Tuhl Secy.

Date of Meeting March 15-1954 - 1:00 P.M.

Members Present: Vernon Kuhl

Business Transacted: The Board

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Date of Meeting March 22 ¹⁹⁵⁴ 8:00 PM Minutes of the Board of Directors
Standard Form by Department of Public Instruction, March, 1936. Form 57-1A

Members Present: Raymond Kippy, Walter Schneckloth, Alva German, Alvin Mohr, Jake Lofenz, Vernon Kuhl, Harvey Mueller, Arnold Kippy and Allan Plambeck

Business Transacted:

The Board of Directors of the Sheridan Twp. School Dist met in the Library in Eldridge with Pres. of the Board Plambeck calling the meeting to order. Minutes of the March 15th meeting were read and it was moved by Vernon Kuhl Sec. by Harvey Mueller they be accepted. Motion carried.

Moved by Harvey Mueller Sec. by Alvin Mohr the School Board pay \$40.50 for records for Dist. 7 and the Mt. Joy Civic Club will reimburse the Sheridan Twp. School Dist. \$20.00 to pay part of the cost. So. carried.

Moved by Harvey Mueller Sec. by Walter Schneckloth that Clyde Moore be offered a contract for one year to transport pupils from Sheridan Twp. to Davenport High School for \$3.00 per week per pupil and the monthly rate of pay be set with the average number of pupils transported the first month of the school year. Insurance and all liabilities must be assumed by Clyde Moore. So. carried.

Moved by Alva German Sec. by Vernon Kuhl the teachers in Sheridan Twp. be offered a contract for the 1954-55 school year at a monthly rate of \$300.00 per month and all teachers be paid \$310.00 per month if attendance ^{number} of pupils number 21 or over. Contracts to be made for a period of 9 1/2 months. Motion carried.

Moved by Alvin Mohr Sec. by Harvey Mueller meeting adjourn

Harvey H. Kuhl Secy.

Date of Meeting

April, 1 - 1954

Minutes of the Board of Directors

2:00 PM

Members Present:

Raymond Kippy, Alva Cerman, Alvin Mohr, Jake Laphenz, Vernon Kuhl, Harvey C. Moeller and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Twp. School Dist met in the basement of the Central Trust & Savings Bank. Pres. of the Board Plambeck called the meeting to order.

Minutes of the March 22nd meeting were read and it was moved by Harvey Moeller Sec. by Jake Laphenz that be approved. So carried. Moved by Harvey Moeller Sec. by Ray Kippy that as a condition be attached to contracts of the teachers who will teach schools where the attendance is 21 or more, the fact that \$10.00 per month addition to the \$300.00 per month salary be withheld until the end of the school year and a reconciliation be made at that time to determine the number of months the attendance was 21 pupils or more and the final settlement be made then. So carried.

Moved by Alvin Mohr Sec. by Vernon Kuhl the following bills be allowed: Industrial Engineers \$20.52; Scott, Foreman's Co 4.34; Davenport Indst School Dist \$233.88 and Banister store \$132.49 Motion carried.

Moved by Harvey Moeller Sec. by Vernon Kuhl that two more schools be qualified to purchase Venetian Blinds. So carried.

Moved by Ray Kippy Sec. by Jake Laphenz that the pump in Dist 7 be repaired by the School Dist. Motion carried.

Moved by Alva Cerman Sec. by Vernon Kuhl meeting adjourn.

Harvey H. Kuhl Secy.

Date of Meeting

Members Present

Jake Laphenz
Business Transacted

Vernon Kuhl

Allan Plambeck

Mr. Mohr

Harvey C. Moeller

Raymond Kippy

Alva Cerman

Date of Meeting June 8 - 1954 - 8:00 PM **Minutes of the Board of Directors**
Suggested Form by Department of Public Instruction, March, 1936.

Members Present: Raymond Tippy, Walter Schuekloth, Alva Oerman, Alvin Mohr,
Jake Lafrenz, Vernon Buhl, Harvey Moeller, Arnold Tippy & Allan Plambeck

Business Transacted:

The Board of Directors of the Shendan Twp. School Dist. met in the basement of the Central Trust & Savings Bank. The meeting was called to order by Pres. of the Board Plambeck.

Minutes of the April 1st meeting were read without protest.
How Moved by Ray Tippy Sec. by Alva Oerman that new combination seats and desks be ordered for Dist. 8. So carried

Moved by Jake Lafrenz Sec. by Harvey Moeller meeting adjourn.

Harvey H. Buhl, Secy.

Date of Meeting

July 26 - 1954 - Minutes of the Board of Directors

8:00 P. M.

Members Present:

Ray Kappy, Alva German, Alvin Mohr, Jake Lafrenz, Harvey Moller, Arnold Kappy and Allan Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Two School Dist. met in the basement of the Central Trust and Savings Bank with Pres. of the Board Plambeck calling the meeting to order. Minutes of the July 1st meeting were read and it was moved by Jake Lafrenz Sec. by Harvey Moller they be approved as read. So carried.

No one appeared to object to the budget as proposed for the year 1955-1956 it was moved by Harvey Moller Sec. by Alvin Mohr the \$70,000.00 budget set up on the July 1st meeting be approved. So carried. Moved by Jake Lafrenz Sec. by Alva German that Ralph Kappy and Wilbert J. Gundel each be paid \$15.00 for supplying water to their respective school dist. So carried.

Moved by Ray Kappy Sec. by Harvey Moller that Clarence Kruter be paid \$18.56 and Billy Wall \$25.20 for transporting children to school outside their Districts. Motion carried.

Moved by Alva German Sec. by Ray Kappy meeting adjourn. So carried.

Harvey N. Bush, Sec'y.

Date of Meeting

Members Present

Business Transacted

The Board of Directors

Minutes of the July 1st meeting

were read and it was moved by Jake Lafrenz Sec. by Harvey Moller they be approved as read. So carried.

No one appeared to object to the budget as proposed for the year 1955-1956 it was moved by Harvey Moller Sec. by Alvin Mohr the \$70,000.00 budget set up on the July 1st meeting be approved. So carried.

Moved by Jake Lafrenz Sec. by Alva German that Ralph Kappy and Wilbert J. Gundel each be paid \$15.00 for supplying water to their respective school dist. So carried.

Moved by Ray Kappy Sec. by Harvey Moller that Clarence Kruter be paid \$18.56 and Billy Wall \$25.20 for transporting children to school outside their Districts. Motion carried.

Moved by Alva German Sec. by Ray Kappy meeting adjourn. So carried.

Date of Meeting August 23 - 1934 8:30 P.M. Minutes of the Board of Directors

Members Present:

Walter Schneekloth, Alva German, Alvin Mohr, Jake Lafrenz, Vernon Kuhl, Harvey Moeller, Arnold Teppey and Allen Plambeck.

Business Transacted:

The Board of Directors of the Sheridan Twp. School Dist. met in the basement of the Central Trust and Savings Bank with Pres of the Board Plambeck calling the meeting to order.

Minutes of the July 26th meetings were read without protest.

Moved by Vernon Kuhl Sec. by Walter Schneekloth that Harvey Moeller investigate the furnace situation in Dist. 2 and check the needs for repairs. Motion approved.

Jake Lafrenz and Walter Schneekloth were appointed to buy coal for the schools.

Moved by Harvey Moeller Sec. by Arnold Teppey that the following bills be allowed: Alvin Mohr \$2.04; Carl Lafrenz \$7.00; Jake Lafrenz \$23.35

Motion approved

Moved by Jake Lafrenz Sec. by Alvin Mohr meeting adjourn

Harvey H. Kuhl Secy

Harvey B.
+ Carl D.

Minutes of the Board of Directors

Date of Meeting

Oct. 6 - 1954 - 8:00 PM.

Standard Form by Department of Public Instruction, March, 1936.

Form 52-1A

PHOTO LITHO BY THE CO., WASHINGTON, D.C.

Members Present:

Raymond Kippy, Walter Schneckloth, Alva Oerman, Jake Lafrenz
Harvey Moeller, Arnold Kippy and Allen Plambeck.

Business Transacted:

The Board of Directors of the Shendan Twp. School Dist. met at Tombergo
with Pres. of Board Plambeck calling the meeting to order.
Minutes of the Aug. 23 meeting were read without protest or correction.
Moved by Harvey Moeller Sec. by Alva Oerman the following bills be
paid: American Education Publications \$5.30; Allen Plambeck \$11.47;
Olson Pump Co. \$4.00, Wendlyn Behrens \$20.00; Mace Chemical Co. \$.70
Motion carried.

Moved by Ray Kippy Sec. by Harvey Moeller that the Pres. of the Board
make arrangements for the purchase of Maps or Encyclopedias as
might be needed by the various schools. So carried.

Moved by Alva Oerman Sec. by Arnold Kippy that a set of desks be
purchased for school in Dist. 5. So carried.

Moved by Jake Lafrenz Sec. by Walter Schneckloth that Commercial
sales meetings not be allowed in School Houses of Shendan Township.
So carried.

Moved by Ray Kippy Sec. by Alva Oerman meeting adjourn.

Harvey B. Kunkel Secy.

Cash Receipts

Standard Form 57, Department of Public Instruction

Form 57-1A-1 Issued 10-20-53 BY THE DEPT. OF PUBLIC INSTRUCTION

DATE			FROM WHOM	PURPOSE	Our Receipt No.	TOTAL AMOUNT	
Month	Da.	Year				General Fund	Schoolhouse Fund
1			2	3	4	5	6
7	1	1953	Balance			4761718	326263
10	26	1953	County Treas.			1335422	✓
11	1	1953	Zoeckler		466	195	✓
11	21	1953	County Treas.	Refund		491708	✓
12	16	1953	Department of Public Instruction	Gen. aid		497190	✓
12	16	1953	Eldridge Cooperative Co.	Dividend		121	✓
1	20	1954	Lincoln Twp. School Dist	Tuition		175296	✓
2	23	1954	Treasurer, State of Iowa	Transportation aid		99866	✓
4	14	1954	Lloyd Bankers	Refund		6824	✓
4	24	1954	County Treasurer			3294730	✓
5	3	1954	Int. Soc. Civic Club	Refund on cost of records + 1	53	2000	✓
5	20	1954	County Treasurer			1141307	✓
			Ed. Fund			220	✓
						4806377	
						11806577	326263

District Tax 7

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49170

32947

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Year Ending June 30, 19____

[illegible]

Cash Receipts

Standard Form S-1, Department of Public Instruction

Form S7-1A1 WILSON LEAF CO., MASON CITY, IA

DATE			FROM WHOM	PURPOSE	Our Receipt No.	TOTAL AMOUNT	
Month	Da.	Year				General Fund	Schoolhouse Fund
	1		2	3	4	5	6
7	1	1954	Balance			64357.12	326263
10	13	1954	Co. Treasurer			1620682	
10	13	1954	Lincoln Trng School Dist	Tuition		111930	
			Transferred to new Book				

District Tax 7

1589882

REVENUE

Appropriation 8

30

Year Ending June 30, 19__

WASHON CITY, IA

NT

Schoolhouse
Fund
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26263

GENERAL FUND

REVENUE RECEIPTS

NON-REVENUE RECEIPTS

District Tax 7	Appropriations 8	Tuition 9	Other Sources 10
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Sale of Supplies 11	12	Other Sources 13
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308 00

1119 30

SCHOOLHOUSE FUND

REVENUE RECEIPTS

NON-REVENUE RECEIPTS

Tax for Bonds and Interest 14	Other Taxes 15
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Sale of Bonds 16	17
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Other Sources 18

19

Warrant Register

Form 57-1A2 - KID-TO-LOOSE LEAF CO., MASON CITY, IA.

Form 2, Department of Public Instruction

GENERAL FUND				INSTRUCTION		TRANSPORTATION			
TOTAL				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
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				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION		TRANSPORTATION	
				GENERAL FUND		INSTRUCTION			

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Warrant Register

Standard Form 52, Department of Public Instruction.				TOTAL		Form 57-1A2 - KLEPTO-10088-LEAF-CO., MADISON, WIS., 12.				AUXILIARY AGENCY	
1953						GENERAL FUND					
Date	Warrant No.	TO WHOM	FOR WHAT	General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies	Transportation	Tuition
1	2	3	4	5	6	7	8	9	10	11	12
5/8	220	Charlotte Thede	Teaching #1	20880			20880				
5/8	221	Mildred Wiggers	" #3	24210			24210				
5/8	222	Natalia Monshower	" #4	21990			21990				
5/8	223	Margaret Auling	" #5	21990			21990				
5/8	224	Ruth Sparks	" #6	20880			20880				
5/8	225	Leona P. Pancratz	" #7	21990			21990				
5/8	226	Amy Mowry	" #7	24210			24210				
5/8	227	Florence Reilly	" #8	21990			21990				
5/8	228	Lucille Rochau	" #9	21990			21990				
5/8	229	Central T & S. Bank	Teacher's withholding tax	37470			37470				
5/8	230	Clyde Moore	Transportation	50400							
5/8	231	Iowa Electric Co.	Elec. Serv. #9	541						50400	
5/8	232	Iowa Electric Co.	Elec. Serv. #1+7	2024							
5/8	233	Mace Chemical & Supply Co.	1 gal. disinfectant #7	332							
5/8	234	Zocckler	Supplies #5	195							
5/8	235	Wests	Secy. Bk 3.67 Suppl. 4.80	847					195		
5/20	236	Iowa Electric Co.	Elec. Serv. 3-4+5	1876		367			480		
5/20	237	Edlridge Hume & Imp't Co.	Repairs for 1-3-4-5	1182							
6/1	238	Florence Reilly	Teaching #8	11000							
6/2	239	Amy Mowry	Teaching #7	12110			11000				
6/2	240	Natalia Monshower	" #4	16260			12110				
6/2	241	Charlotte Thede	" #1	10440			16260				
6/2	242	Iowa Electric Co.	Service #9	371			10440				
6/8	243	Margaret Auling	Teaching #5	11000			11000				
6/8	244	Ruth Sparks	" #6	12579			12579				
6/8	245	Pancratz	Supplies	9276							
6/8	246	Iowa Electric Co.	Service #1+7	1612					9276		

Year Ending June 30, 19__

GENERAL FUND

AUXILIARY AGENCIES

Transportation
11

Tuition
12

Other Items
13

Coordinate Activities
14

Operation of Plant
15

Maint. of Plant
16

Fixed Charges
17

Capital Outlay
18

Debt Service
19

Transfer to
Schoolhouse Fund
20

SCHOOLHOUSE FUND

CAPITAL OUTLAY

New Buildings and Sites
21

Other Capital Outlay
22

DEBT SERVICE

Bonds
23

Interest
24

Transfer to
General Fund
25

504.00

541
2024
332

1876

1182

371

1613

Warrant Register

Form 37-1A2 - KLEPPO-LOOSE LEAF CO., MARION, IOWA, IA.

Standard Form 37, Department of Public Instruction				TOTAL		GENERAL FUND			
Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10
6/15	247	Iowa Electric Co.	Elec. Serv. 3-4 & 5	✓ 16 34					
6/15	248	Lucille Rochau	Teaching # 9	✓ 110 00			110 00		
6/15	249	Elmer J. Hammons	Trainer of Dist.	✓ 175 00		175 00			
6/15	250	Harvey N. Duhl	Secretary of Dist.	✓ 265 00		265 00			
6/15	251	Aloa Oermann	Window Rights # 3	✓ 00 00					
6/15	252	Francis Feldpausch	Elec. repair # 5	✓ 25 40					
6/15	253	Zoeckler	Recurrent & Scotch tape # 5	✓ 195					195
6/15	254	West	Staples # 5	✓ 97					97
6/15	255	William Witting	Transportation	38 50					
6/24	256	Medea Wiggins	Tract # 3	173 70			173 70		
6/24	257	Leona P. Parichaty	Tract # 7	110 00			110 00		

4925 00
20175 15

462 44

46 11

23744 16

416 95

4748 58

139333

AUXILIARY AGENCIES

Transportation
11
Tuition
12

7-MAISON-CREY, LA

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Warrant Register

Standard Form 57-1A2, Department of Public Instruction												Form 57-1A2 - ELLIOT-LONG-LEAF CO., MASON CITY, IA.			AUXILIARY AGENCIES		
Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	TOTAL		GENERAL FUND					Transportation 11	Tuition 12	Other Items 13				
				General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10								
7/7	1	School Dist. of Davenport	Tuition	X 675467									675467				
7/7	2	De Witt Indpt School Dist.	Tuition + Trans	X 57201									57201				
7/7	3	Central Trust & Sav. Bank	Road Sec'y & Treas.	X 1500		1500											
7/7	4	Iowa Old Age & Sur. Insur. Fund	Teachers' Incom	X 50766			25383										
7/7	5	Central Trust & Sav. Bank	Teachers With-hold Tax	X 21220			21220										
7/7	6	Iowa Electric Co.	Elec. Ser. 1+7	X 816													
7/10	7	Fred Petersen	Clean cesspools & school	X 12000													
7/17	8	Clyde Moore	Transportation	X 25200													
7/20	9	Iowa Electric & P. Co.	Elec. Ser. 3-4+5	X 1164													
7/20	10	M. J. Gadenat Oral Co.	Oral # 7	X 5290													
7/20	11	Clarence Kruiter	Transportation	X 7224													
7/20	12	Billy Wulf	Transportation	X 2520													
7/20	13	Bethendorf School Dist.	Tuition - Nancy Schuchert	X 5400													
7/20	14	Le Ray Martin	Refund Ad on Disks	X 7920													
7/20	15	Wilbert Kunder	" " " "	X 5280													
7/20	16	Alvin Mohr	" " " "	X 5280													
7/20	17	James Mohr	" " " "	X 5280													
7/20	18	Ray Traklis	" " " "	X 5280													
7/20	19	Albert De Cock	" " " "	X 2640													
7/20	20	Marvin Rochau	" " " "	X 2300													
7/20	21	Albert Weiskopf	" " " "	X 10900													
7/20	22	Wilbert Engelbrecht	" " " "	X 2640													
7/20	23	Central T & S Bank	Rent for 3 meetings	X 300													
8/4	24	Eldridge Coop, Lumber Co	Repairs # 1+6	X 804		300											
8/4	25	Iowa Elec L & P. Co.	Elec. Service 1+7	X 300													
8/10	26	Iowa Elec. & P. Co.	Elec Service 3-4-5	X 674													
8/31	27	Iowa Elec. & P. Co.	Elec Service 1+7	X 300													
						1800	46603										

432 21 72713

CO., MASON CITY, IA.

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Warrant Register

Standard Form 2, Department of Public Instruction, Form 57-1A2 ELDTO LOOSE LEAF CO., MASON CITY, IA.

Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	TOTAL		GENERAL FUND			
				General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10
8/31	28	Scott, Foreman & Co.	Teigt Brooks # 7 ^{#1}	X	441			441	
8/31	29	Mace Chemical & Supply Co.	Chemical Crystal etc	X	640				
8/31	30	Eastern A. L. & P. Coop.	Elec Service # 6 + 8	X	8978				
9/3	31	Andrew Zogg	Redecorate 3-4-5 + 9	X	40099				
9/3	32	Eckermann Supt. Co.	Paints	X	9341				
9/3	33	Mundoch Paint Co.	Paints	X	12594				
9/16	34	Ed Hart	Grass + 4 chairs ^{#8}	X	1163				
9/16	35	Lewis Heating Service	Clean furnace + Stove ^{#4}	X	750				
9/16	36	Hests	Teigt Brooks etc	X	5553			5553	
9/16	37	Cook Music Shop	Records " 5 + 6	X	1102				1102
9/16	38	Sears Roebuck & Co.	Stair treads etc. #6	X	2065				
9/16	39	Alvin Mohr	Paints + mat # 4	X	1846				
4/16	40	Alber's Heating Co.	Service Oil burner + 9	X	500				
9/16	41	Harvey W. Hurl	Stamped envelopes	X	178	178			
9/16	42	Iowa Elec Light & P. Co.	Elec Service 3-4 + 5	X	400				
9/16	43	Zackler	Com. paper etc. #1	X	250				250
9/16	44	W. W. Samsport Hdw. Co.	Mundoch pane # 9	X	56				
9/16	45	Olson Pump Service	Repair #6 - 1897 + 9 1/02	X	1999				
9/25	46	Charlotte Thede	Teaching # 1	X	21710		21710		
9/25	47	Mary Speth	" # 3	X	26150		26150		
9/25	48	Mae Spradley	" # 4	X	22820		22820		
9/25	49	Margaret Suling	" # 5	X	22820		22820		
9/25	50	K. L. H. Sparks	" # 6	X	21710		21710		
9/25	51	Delma J. Schimmer	" # 7	X	22820		22820		
9/25	52	Leona P. Paneratz	" # 7	X	22820		22820		
9/25	53	Martha Caldwell	" # 8	X	22820		22820		
9/25	54	Lucille Rochau	" # 9	X	22820		22820		
				294145.		178	206490	5994	1352

AUXILIARY A

Transpor-
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11

Tuition
12

Year Ending June 30, 19__

LEAF CO., MASON CITY, IA.

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41

553

1102

250

994 1352

GENERAL FUND

AUXILIARY AGENCIES

Transportation
11

Tuition
12

Other
Items
13

Coordinate
Activities
14

Operation
of Plant
15

Maint.
of Plant
16

Fixed
Charges
17

Capital
Outlay
18

Debt
Service
19

Transfer to
Schoolhouse
Fund
20

CAPITAL OUTLAY
New Buildings
and Sites
21

Other Capital
Outlay
22

DEBT SERVICE
Bonds
23

Interest
24

Transfer to
General
Fund
25

640
8978

400 99
93 41
125 94
11 63
7 50

2065
1846
500

400

56
1999

100 12 104 13

Warrant Register

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Warrant Register

Standard Form 2, Department of Public Instruction.				TOTAL		GENERAL FUND			
Date	Warrant No.	TO WHOM	FOR WHAT	General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies
1	2	3	4	5	6	7	8	9	10
1952									
11/6	82	Lee Jones Inupt. Co.	De Hummerdier # 7	X 9180					
11/6	83	Eldridge Welding Service	Weld Stoker # 6	X 450					
11/6	84	Eldridge Coop. Co.	Coal " 5	X 1286					
11/6	85	Griggs Piano Co.	Service " 7	X 724					
11/6	86	Central Trust & S. Bank	Lock Box 360 Checks 786	X 646		646			
11/6	87	Webster Pub. Co.	Texts Books # 3	X 277				277	
11/6	88	American Book Co.	Texts Books # 3	X 265				265	
11/6	89	H.W. Sargent & Hdw. Co.	Wrenches # 4	X 424					
11/6	90	J. J. Latta & Son	Sub. # 6	X 340					240
11/6	91	La. Elec. Light & Power Co.	Elec. Ser. # 9	X 158					
11/6	92	La. Elec. Light & Power Co.	Elec. Ser. 1-3-4-5-7	X 1957					
11/6	93	Eldridge Hdw. & Inupt. Co.	Materials	X 1339					
11/6	94	Paul J. Hamann	School Treas. 4 mos.	X 5665		5665			
11/20	95	Charlotte Thede	Teaching # 1	X 21710			21710		
11/20	96	Mary Speck	" # 3	X 26150			26150		
11/20	97	Mae Sprosty	" # 4	X 22820			22820		
11/20	98	Margaret Dubing	" # 5	X 22820			22820		
11/20	99	Ruth Sparks	" # 6	X 21710			21710		
11/20	100	Salma Ougenheimer	" # 7	X 22820			22820		
11/20	101	Leona P. Pancratz	" # 7	X 22820			22820		
11/20	102	Mattha Caldwell	" # 8	X 22820			22820		
11/20	103	Lucille Rochan	" # 9	X 22820			22820		
11/20	104	Mrs. Chris Velleber	Sub. for Mary Speck	X 1450			1450		
11/20	105	Central T & S. Bank	Wich. Road Tax	X 41460			41460		
11/20	106	Clyde Moore	Transportation	X 50400			50400		
11/23	107	American Mut. Insur. Co.	Insur. for schoolhouse # 3	X 39780					
11/23	108	Mace Chemical & Supply Co.	Acet. Crystals & Detergent	X 730					
				363321		6311	299800	542	340

AUXILIARY
Transportation
11

Year Ending June 30, 19__

TO LOOSE LEAF CO., MASON CITY, IA.

L FUND

INSTRUCTION

Text Books 9
Supplies 10

277
265

240

575 340

GENERAL FUND

AUXILIARY AGENCIES

Transportation 11

Tuition 12

Other Items 13

Coordinate Activities 14

Operation of Plant 15

Maint. of Plant 16

Fixed Charges 17

Capital Outlay 18

Debt Service 19

Transfer to Schoolhouse Fund 20

SCHOOLHOUSE FUND

CAPITAL OUTLAY
New Buildings and Sites 21

Other Capital Outlay 22

DEBT SERVICE
Bonds 23

Interest 24

Transfer to General Fund 25

1286

724

450

424

458

1757

1339

9180

39780

730

5750 2213 39780 9130

Warrant Register

1953		TO WHOM		FOR WHAT		TOTAL		GENERAL FUND			
Date	Warrant No.					General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies
1	2	3	4	5	6	7	8	9	10	11	12
12/7	109	Weeds	Supplies # 3-4	1126							1126
12/7	110	Iowa Electric Co. Sewer	Service # 280 1486	1766							
12/7	111	Iowa Electric Co. Muv.	" # 9	490							
12/7	112	Consumers Petroleum Co.	Tanase Oil # 9	5671							
12/7	113	Louis Hausman's Sons	Soccer Ball # 3	319							319
12/7	114	Central Trust & S. Bank	Bond for School Fund.	1000				1000			
12/7	115	Hartel Perry, Supt.	Rubber stamp	175				175			
12/7	116	Clarence Parnum	Time piece # 3-5-9	1950							
12/7	117	Eckerman Supt. Co.	Basket #1 3.37 Bl.30	367							
12/7	118	Fallet Pub. Co.	Record Abuses # 8	1196							1196
12/18	119	Charlotte T. Ide	Teaching # 1	21710					21710		
12/18	120	Mary Speth	" # 3	26150					26150		
12/18	121	Mae Speth	" # 4	22820					22820		
12/18	122	Margaret Suling	" # 5	22820					22820		
12/18	123	Mary Sparks	" # 6	21710					21710		
12/18	124	Nelma Jegenheimer	" # 7	22820					22820		
12/18	125	Lena F. Parnum	" # 7	22820					22820		
12/18	126	Martha Caldwell	" # 8	22820					22820		
12/18	127	Genevieve Kachan	" # 9	22820					22820		
12/18	128	Mrs. Chris Vollbrecht	Sub " # 3-7	5800					5800		
12/18	129	Central T. & S. Bank	Teachers Work holding tag	41460					41460		
12/18	130	City of Ames	Transportation	50400							
12/18	131	Iowa Elec. Light & Power Co.	The Ed. 3-4-5	1292							
1/7	132	Iowa Employment Sec. Com.	Teachers Social Security	23490							
1/7	133	Ia Public Employees Retirement Plan	" Old Age Pension	54810					11745		
1/7	134	Iowa Elec. L. & P. Co.	Sec. Service # 1	760					27405		
						398562		1175	27405		2641

AUXILIARY AGENCIES		
Transportation	Tuition	Other Items
11	12	13

Year Ending June 30, 19__

FUND

STRUCTION

Text
Books
9

Supplies
10

GENERAL FUND

AUXILIARY AGENCIES

Transfer to
Schoolhouse
Fund
20

SCHOOLHOUSE FUND

CAPITAL OUTLAY

DEBT SERVICE

Transfer to

New Buildings
and Sites
21

Other Capi-
tal Outlay
22

Bonds
23

Interest
24

General
Fund
25

Transportation
11

Tuition
12

Other
Items
13

Coordinate
Activities
14

Operation
of Plant
15

Maint.
of Plant
16

Fixed
Charges
17

Capital
Outlay
18

Debt
Service
19

17 66
4 90
56 71

19 50

2 67

504 00

12 92

117 45 117 45
274 05 274 05

760

119 29

367 891 50 391 50

504 00

26 41

Warrant Register

Department of Public Instruction				Form 57-1A2 - KIDPTO-LOOSE-LEAF CO., MASON CITY, IA.					
1954				TOTAL		GENERAL FUND			
						INSTRUCTION			
Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10
1/7	135	North west Sav. Hardware Co.	Asst pan # 9	X	77				
1/7	136	Eldridge Hdw. & Inupt. Co.	Materials & labor 1-4+5	X	811				
1/7	137	Great Western Supply Co.	Door mat	X	1195				
1/7	138	Iowa Electric L. & P. Co.	Service 1+7	X	2084				
1/7	139	Roblck Lumber & Grain Co.	4-8x8x16 Block # 3		88				
1/7	140	Eldridge Coop. Co. Lumber yard	Coal 705.75 Materials 4 ¹⁸	X	70993				
1/7	141	J. D. Latta & Son	Cards # 6	X	230				730
1/7	142	Freeman - Glickman	Table & chair	X	3249				3249
1/7	143	Eldridge Indpt. School Dist.	Tuition, ^{materials} books ^{materials} books 14	X	29078				
1/7	144	Margie A. Franzen	Sub teacher	X	2900		2900		
1/7	145	West	Materials 1+3	X	612				612
1/7	146	Banetram	Supplies	X	6824				6824
1/7	147	Harvey N. Kuhl	75 stamped envelope	X	272				
1/15	148	Charlotte Thede	Teaching # 1		22145	272			
1/15	149	Mary Speth	" # 3	X	26145		22145		
1/15	150	Mac Spradley	" # 4	X	23145		26145		
1/15	151	Margaret Suling	" # 5	X	23145		23145		
1/15	152	Mary Sparks	" # 6	X	22145		23145		
1/15	153	Lelma Engstrom	" # 7	X	23145		22145		
1/15	154	Leona P. Pancraty	" # 7	X	23145		23145		
1/15	155	Martha Caldwell	" # 8	X	23145		23145		
1/15	156	Lucille Rocken	" # 9	X	23145		23145		
1/15	157	Clyde Moore	Transportation	X	50400		23145		
1/15	158	Central T. & Sav. Bank	Teacher's Nat. bank pay	X	37340		37340		
1/15	159	Iowa Elec. L. & P. Co.	Inv. 2-4+5	X	1950				
1/23	160	Fallett Pub. Co.	Text Book	X	104				
1/23	161	Quin & Co.	Text Books # 6		2048				
				417532		272 249545 104 10915			
						Dats Paid previously 104 2048			

AUXILIARY
Transportation
11

50400

50400

Year Ending June 30, 19__

UND

RUCTION

Text
books
9

Supplies
10

230
3249

612
6824

104
048

104 10915

GENERAL FUND

AUXILIARY AGENCIES

Transportation
11

Tuition
12

Other Items
13

Coordinate Activities
14

Operation of Plant
15

Maint. of Plant
16

Fixed Charges
17

Capital Outlay
18

Debt Service
19

Transfer to
Schoolhouse Fund
20

CAPITAL OUTLAY
New Buildings and Sites
21

Other Capital Outlay
22

DEBT SERVICE
Bonds
23

Interest
24

Transfer to
General Fund
25

97

811
1175

2084
88
70993

29015

50400

1950

75212 2006

50400 29078

Warrant Register

Department of Public Instruction				TOTAL		GENERAL FUND			
Date	Warrant No.	TO WHOM	FOR WHAT	General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies
1	2	3	4	5	6	7	8	9	10
1954									
1/23	162	Carl Auerken	150 stamped envelopes	536		536			
1/23	163	Mace Chemical & Supply Co.	Tapu bowl cabinet #3	240					
1/23	164	Vogel's Bargain Coal Co.	Repair stoker #8	2405					
2/1	165	Andrew Zogg	Repair window #1	825					
2/1	166	DerWitt Indst. School Dist.	Insulation & Frame for 4	79252					
2/1	167	Mrs. Alvin Mohr	Supplies Dist. 4	1162					
2/1	168	Elaine Grove Imp. School Dist.	Trans. South & Lake Moore	7086					
3/12	169	Charlotte I. Kede	Teaching #1	22145					
2/12	170	Mary Speth	" #3	26145			22145		
2/12	171	Mac Spradley	" #4	23145			26145		
2/12	172	Margaret Suling	" #5	23145			23145		
2/12	173	Mary Sparks	" #6	22145			23145		
2/12	174	Delma Stiffen	" #7	23145			22145		
2/12	175	Leona P. Pancratz	" #7	23145			23145		
2/12	176	Martha Caldwell	" #8	23145			23145		
2/12	177	Lucille Rochau	" #9	23145			23145		
2/12	178	Clyde Moore	Transportation	50400			23145		
2/12	179	Central T. & S. Bank	Teachers with hold pay	38420			50400		
2/12	180	Ruth Valters	Sub teacher Delma Stiffen	5771			38420		
2/12	181	Iowa Electric Co.	Service #9	640			5771		
2/12	182	Iowa Electric Co.	Sec. #1. 4.90 #7 15.16	2006					
2/12	183	Consumers Petroleum Co.	Fuel Oil #9 - 400 gal.	5671					
2/12	184	Nests	Supplies 1-4-5	2006					
2/12	185	Eckermann Imp. Co.	Bulbs etc #6-7	411					
2/12	186	Louis Hansen's Sons	Badminton Set #3	970				2006	
2/20	187	Carl Auerken	150 stamped envelopes	530					
2/20	188	Iowa Electric Co.	Service 2-4-5	2275		530		970	
				409931					
					1066	253496		2976	

AUXILIARY AGENCIES			Other Items
Transportation	Tuition		13
11	12		

12868 66384

7086

50400

70354 66384

ABON-CHY, 24

[illegible]

Warrant Register

1954		TO WHOM		FOR WHAT		TOTAL		GENERAL FUND			
Date	Warrant No.					General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies
1	2	3	4	5	6	7	8	9	10		
2/20	189	Adpt. School Dist. of Sav.	Tuition	X	750138						
2/20	190	Seatt. Foreman & Co.	Reading Book	X	153					153	
2/24	191	Martha Caldwell	Supplies	X	1240						1240
2/24	192	Farm Service Co.	Paint # 7	X	7193						
2/24	193	Harvey C. Maelled	Desk # 7	X	3250						
3/4	194	W. C. C. Co.	Supplies # 7 & 8	X	415						415
3/4	195	Consensus Ret. Co.	Fuel oil # 9	X	3545						
3/4	196	Iowa Electric Co. Sedell	Service 1 & 7	X	2060						
3/4	197	Iowa Electric & P. Co. Muscatine	" # 9	X	760						
3/12	198	Charlotte Thede	Teaching # 1		22145				22145		
3/12	199	Mary Speth	" # 3		26145				26145		
3/12	200	Mae Sprosty	" # 4		23145				23145		
3/12	201	Margaret Suling	" # 5		23145				23145		
3/12	202	Mary Sparks	" # 6		22145				22145		
3/12	203	Alma Steffen	" # 7		23145				23145		
3/12	204	Leona F. Pauciaty	" # 7		23145				23145		
3/12	205	Martha Caldwell	" # 8		23145				23145		
3/12	206	Lucille Kachan	" # 9		23145				23145		
3/12	207	Clyde Moore	Transportation		50400						
3/12	208	Central T & S. Bank	Teacher's Work load tax		37340				37340		
3/15	209	Iowa Electric Co	Service 3-4-5		1930						
3/15	210	Edward Harty	Sash cord # 8		220						
3/15	211	Follett Publ. Co.	Records # 7		4050						
3/15	212	Mrs Eleanor A. Connell	Sub. teacher # 1		5541				5541		4050
4/1	213	Industrial Engineering Equip. Co	Motor repairs # 9		2052						
4/1	214	Seatt. Foreman & Co	Text Books # 3	X	434						
4/1	215	Seavport Adpt School Dist	Tuition shirley minton	X	23388					434	
						1103194					
						252186			587	5705	

AUXILIARY A	
Transportation 11	Tuition 12
	750
504 00	
504 00	2

Year Ending June 30, 19____

[illegible]

AUXILIARY AC

[illegible]

Year Ending June 30, 19____

Year Ending June 30, 19__															
GENERAL FUND											SCHOOLHOUSE FUND				
Supplies 10	AUXILIARY AGENCIES				Operation of Plant 15	Maint. of Plant 16	Fixed Charges 17	Capital Outlay 18	Debt Service 19	Transfer to Schoolhouse Fund 20	CAPITAL OUTLAY		DEBT SERVICE		Transfer to General Fund 25
	Transportation 11	Tuition 12	Other Items 13	Coordinate Activities 14							New Buildings and Sites 21	Other Capital Outlay 22	Bonds 23	Interest 24	
	504 00														
					19 31 5 30						14 02				
812					8 57										
201 1075						14 34 98 01									
137															
						530 1838 4459				1367					
2225	504 00				8 57	20523	1367				14 02				

Warrant Register

Warrant Register												AUXILIARY AGENCIES	
Form 57-1A2 - REPTO-2005-LEAF-001, MASON CITY, IA													
Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	TOTAL		GENERAL FUND				Transportation 11	Tuition 12		
				General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10				
6/9	270	Lucille Lockau	Teaching # 9	*	1135		1135						
6/9	271	Leona P. Panceraty	Teaching # 7	X	11572		11572						
6/9	272	Mrs. Chris Voelcker	Sub. teaching	X	4540		4540						
6/9	273	Central Trust & Sav. Bank	with holding tax	X	16995		16995						
6/9	274	Clyde Moore	Transportation 1/2 mo.	X	25200						25200		
6/9	275	Baustian's Store	supplies	X	4468								
6/9	276	Wests	Paper basket # 3	X	291								
6/14	277	Iowa Electric Co.	Service 3-4-5		1910								
6/14	278	Mary Speth	Teach # 3		13077		13077						
6/14	279	Ruth Sparks	Teach # 6		11072		11072						
6/14	280	AcWitt Judgt School Dist.	Tuition & Transportation for 4.		79252								
6/14	281	Carl Dickson	Treas. of Dist.		11335	11335					12868		
6/14	282	Harvey H. Durl	Secy of Dist		29000	29000					66384		
6/14	283	Wm Thompson	Electric Bonds # 7	X	4500								
6/14	284	Allan Plambeck	Down Pay Thompson # 7		500								
6/15	285	Delma Steffen	Teach # 7	X	9082		9082						
					370275	40335	67492	33619	43934		38062		
						51315	2555738				66321		
											504503		
											1680450		

Year Ending June 30, 19____

[illegible]

Warrant Register

Form 57-1A2 - REPTO LOOSE-LEAF CO., MASON CITY, IA.

Form 57-1A2 - REPTO LOOSE-LEAF CO., MASON CITY, IA.

Form 2, Department of Public Instruction.				TOTAL		GENERAL FUND				AUXILIARY
Date	Warrant No.	TO WHOM	FOR WHAT	General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books	Supplies	Transportation
1	2	3	4	5	6	7	8	9	10	11
July 1954										
7	1	Indst. School Dist. Des Moines	Tuition	797734						
7	2	Ia Electric L & P. Co.	Service 1 & 7	720						
7	3	Eckmann Impst. Co.	Light Bulbs #7	41						
7	4	Central T & S. Bank	Bond Secy. Fees	15.00		15.00				
7	5	Olson Pump Ser.	Pump Motor Repairs #4	1079						
8/14	6	Iowa Employment Security Com.	Teachers Social Sec.	25926			129 63			
8/14	7	Ia Public Employees Retirement System	Teachers Pension	45371			226 85			
8/14	8	Margaret Duling	Teaching #5	11572			115 72			
14	9	Ia Electric L & P. Co.	Service 3 4 5	634						
14	10	County Board of Education	Water Test	16.00						
28	11	Betty Wines	Transportation	2520						2520
28	12	Clarence Dieter	"	9856						9856
28	12	Ralph Kiepp	Water - Suel. 4	15.00						
28	14	Wilbert Kuehn	" " 5	15.00						
28	15	Harvey H. Dahl	50 stamped envelopes	183		183				
8/6	16	Alvin R. Wolken	Brushes #1	1503						
7/1	17	Alvin Wink	Back for Dist 4	204						
7/1	18	Carl Lohrey	Feathering door Suel. 5	700						
7/1	19	Jack Lohrey	Door check & lock #5	2335						
7/1	20	Univ. City Shale & Limestone Co.	Unshale Shale #9	95.00						
7/1	21	Eckmann Impst. Co.	Weld seat 2 & 1 hose #3 etc	2064						
7/1	22	Seare, Kueback & Co.	Wax #7	296						
7/1	23	Louis Hanssens's Son	Hairbrush etc #4	1039						
7/1	24	Engel Chemical & Supply Co.	Toilet crystal etc #6	902						
7/1	25	Eastern Ia. L & P. Coop.	Service #6 ²⁴⁷⁴ 83470	5964						
7/1	26	Rohrk Lumber & Grain Co	Wire etc #4	768		Out				
7/1	27	Eddie Whisler	Repair Suelene #9	1668						
				427811						
						16 83	47220			

Year Ending June 30, 19__

ARON-Cook, 26

GENERAL FUND										SCHOOLHOUSE FUND				
AUXILIARY AGENCIES			Coordinate Activities 14	Operation of Plant 15	Maint. of Plant 16	Fixed Charges 17	Capital Outlay 18	Debt Service 19	Transfer to Schoolhouse Fund 20	CAPITAL OUTLAY		DEBT SERVICE		Transfer to General Fund 25
Transportation 11	Tuition 12	Other Items 13								New Buildings and Sites 21	Other Capital Outlay 22	Bonds 23	Interest 24	
	7977 34			720 41										
					1079	129 63								
						226 86								
				634			16 00							
2520 98 56				15 00 15 00										
				15 03										
					204									
					700									
					2335									
					9500									
					2064									
				296										
					1039									
				902										
				5964										
						768								
						1668								
12376 7977 34				130 60	18589	37249								

Warrant Register

Form 37-1A2 - Department of Public Instruction

Form 37-1A2 - WELSH-LOOMIS-LEAS CO., SEASON CITY, IN.

Date 1	Warrant No. 2	TO WHOM 3	FOR WHAT 4	TOTAL		GENERAL FUND			
				General Fund 5	Schoolhouse Fund 6	General Control 7	Teachers' Salaries 8	Text Books 9	Supplies 10
9/15	28	Mace Chemical & Supply Co.	Sup. dispenser & mat #1	765					
9/18	29	E. J. Aethalter	2 readers # 8	390				3 90	
9/18	30	Belle Blind Co.	Blind #7	600					
9/18	31	Weets	Supplies 1-4-5-9	4528					45 28
9/18	32	George	Reboard player repair #9	371					
9/18	33	Mrs. Roland Trade	Text Books #1	885				8 85	
9/18	34	Eldridge Super School Dist.	Tuition Mary Wulf	41564					
9/18	35	Alois K. Clausen	Labos. repairs #3	5000					
9/18	36	Alva Oerman	Shade #3	184					
9/24	37	Harvey N. Brink	50 stamped envelopes	183		1 83			
9/24	38	Charlotte Trade	Teaching #1	22950			229 50		
9/24	39	Mary Speth	" #3	26950			269 50		
9/24	40	Mae Sprouty	" #4	23950			239 50		
9/24	41	Margaret Dailing	" #5	23950			239 50		
9/24	42	Margaret Missell	" #6	23950			239 50		
9/24	43	Lelma Steffen	" #7	23950			239 50		
9/24	44	Leona P. Paueratz	" #7	23950			239 50		
9/24	45	Dogel & Bargman Coal Co.	Install Oil burner #7	38411					
9/24	46	Lucille Rochau	" #9	18192			181 92		
9/24	47	Ruth Vallbeer	Sub. teach #9	5967			59 67		
9/24	48	Eastern Ia. L. & P. Cooperative	Additional charge Sub. 8	1000					
9/24	49	Martha Caldwell	Teaching #8	23950			239 50		
10/4	50	Central Trust & Sav. Bank	Teachers' With hold tax	37390			373 90		
10/4	51	Iowa Employment Sec. Com.	Social Security	11834		10 34	48 83		
10/4	52	Ia. Public Employee's Retirement System	Ia. Social Security	17563			87 82		
10/4	53	Clyde Moore	Transportation	48000					
10/5	54	Eldridge Coop Co. Lumber Yd.	Seven "S-Sand" #7. Lock #8	1702					
				422135		12 17	2688 14	1275	4528

AUXILIARY
Transportation
11

48000

48000

Year Ending June 30, 19__

CO. MASON CITY, IA.

GENERAL FUND											SCHOOLHOUSE FUND				
Supplies 10	AUXILIARY AGENCIES			Coordinate Activities 14	Operation of Plant 15	Maint. of Plant 16	Fixed Charges 17	Capital Outlay 18	Debt Service 19	Transfer to Schoolhouse Fund 20	CAPITAL OUTLAY		DEBT SERVICE		Transfer to General Fund 25
	Transportation 11	Tuition 12	Other Items 13								New Buildings and Sites 21	Other Capital Outlay 22	Bonds 23	Interest 24	
					765										
					600										
4528					377										
		41564				5000									
						184									
										38411					
					1000										
								5917							
								8781							
		48000							1702						
4528		48000	41564		2742	6026	14698	38411							

Warrant Register

Date		TO WHOM		FOR WHAT		TOTAL		GENERAL FUND		
1	2	3	4	5	6	General Fund	Schoolhouse Fund	General Control	Teachers' Salaries	Text Books
10/2	53	Logel & Bergmann Carb Co.	Service furnace # 3	✓	1449	✓				
10/5	54	Marquet Mercel	Supplies # 6	✓	307	✓				
10/5	55	Agnew Corp	Cut trees # 6	✓	600	✓				307
10/5	58	Leslie Jones	Cutting & burning trees # 6	✓	2000	✓				
10/5	59	Carl L. Durken	100 stamped envelopes	✓	353	✓		353		
10/5	60	Supplies		✓	5271	✓				5271
10/5	61	Olson Pump Service	Labor & Material # 6	✓	1963	✓				
10/5	62	Charlotte Thede	Repair Phonograph	✓	400	✓				
10/5	63	Ia Electric L & P. Co.	Service # 7	✓	3232	✓				
10/11	64	American Education Pub.	Text Books # 3	✓	530	✓				
10/11	65	Allen Plambeck	Lumber 1102 Bush # 45	✓	1147	✓				530
10/11	66	Olson Pump Service	Repair pipe # 9	✓	400	✓				
10/11	67	Wendlyn Behrens	Big sewer pipe # 9	✓	2000	✓				
10/11	68	Mace Chemical & Supply Co.	Soap dispenser # 4	✓	70	✓				
10/11	69	Iowa Electric L & P. Co.	Service 3-4 & 5	✓	1410	✓				
10/11	70	Northwest Lumber Co.	Plywood # 9	✓	392	✓				
						21524		353		530 5578

Year Ending June 30, 19__

City, MAJOR CITY, MA.

ON

GENERAL FUND											SCHOOLHOUSE FUND					
AUXILIARY AGENCIES											Transfer to	CAPITAL OUTLAY		DEBT SERVICE		Transfer to
Supplies 10	Transportation 11	Tuition 12	Other Items 13	Coordinate Activities 14	Operation of Plant 15	Maint. of Plant 16	Fixed Charges 17	Capital Outlay 18	Debt Service 19	Schoolhouse Fund 20	New Buildings and Sites 21	Other Capital Outlay 22	Bonds 23	Interest 24	General Fund 25	
307						1449										
						600										
						2000										
5271						1963										
						400										
					3232											
						1147										
						400										
						2000										
					70											
					1410											
					392											
5578																
						5104	9959									

TREASURER'S ANNUAL REPORT

of the SHERIDAN TOWNSHIP School District, SCOTT County,
for the fiscal year ending June 30, 1952.

One copy of this report should be filed with the board of education at its regular July meeting and a copy immediately with the county superintendent (Section 291.15; Code 1950. Form T15 of the treasurer's records is a duplicate of this report, except for Special Courses Fund, instructions for which were issued in bulletin labeled "Policy Statement" of May 19, 1947.

GENERAL FUND

- | | | |
|----------------------------------|-------|-----------|
| 1. Balance on hand July 1, 1951 | ----- | 32,013.08 |
| 2. Receipts during the year | ----- | 52,685.28 |
| 3. Total Receipts | ----- | 84,698.36 |
| 4. Total Disbursements | ----- | 49,320.07 |
| 5. Balance on hand June 30, 1952 | ----- | 35,378.29 |

SCHOOL HOUSE FUND

- | | | |
|-----------------------------------|-------|----------|
| 6. Balance on hand July 1, 1951 | ----- | 3,609.51 |
| 7. Receipts during year | ----- | 157.44 |
| 8. Total Receipts | ----- | 3764.95 |
| 9. Total Disbursements | ----- | 503.13 |
| 10. Balance on hand June 30, 1952 | ----- | 3261.82 |

SPECIAL COURSES FUND

- | | | |
|-----------------------------------|-------|------|
| 11. Balance on hand July 1, 1951 | ----- | none |
| 12. Receipts during year | ----- | |
| 13. Total Receipts | ----- | |
| 14. Total Disbursements | ----- | |
| 15. Balance on hand June 30, 1952 | ----- | |

AMOUNT OF OUTSTANDING INTEREST-BEARING WARRANTS ON JUNE 30, 1952

- | | | |
|--------------------------------|-------|--|
| 16. General Fund | ----- | |
| 17. School House Fund | ----- | |
| 18. Special Courses Fund | ----- | |
| 19. Total | ----- | |
| 20. Statement of bank deposits | ----- | |

Affidavits from depository banks should be submitted to the board with this report.

Name of Bank	Active Funds	Restricted Funds	Total
Central Trust & Savings Bank	38,640.11	none	38,640.11
-----	-----	-----	-----
-----	-----	-----	-----
Total	-----	-----	-----

RECONCILIATION WITH SECRETARY

- | | General Fund | School House Fund | Special Courses Fund |
|--|--------------|-------------------|----------------------|
| 21. Treasurer's balance June 30, 1952 | 35,378.29 | 3,261.82 | |
| 22. Secretary's balance June 30, 1952 | ----- | ----- | ----- |
| 23. Difference | 12,497.28 | | |
| 24. Total amount of warrants not paid by treasurer | ----- | ----- | ----- |
- I hereby certify the above report to be correct to the best of my knowledge and belief.

Edmund A. Hansen
Treasurer

The board of directors has examined and approved the above report of the treasurer and his records for the fiscal year included in this report.

July July 1 1952
Victor F. Meinert
President

Harvey W. Kuhl
Secretary

Contract with Teacher 815 E. Ruchholme
Des

THIS CONTRACT, is entered into by and between Mrs. Margaret Missel, a teacher,
and the Board of Directors, hereinafter called the board, of the #6 School District
of Sheridan Twp., located at R3 Navesport, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$3850.⁰⁰) per school year, or more
specifically, (\$300.⁰⁰) Three hundred & 00 Dollars per school
month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully per-
form the duties of teacher, and such other duties connected with
the public schools in said district as may be assigned by the board or its duly authorized representa-
tive, such salary payable in installments of (\$300.⁰⁰) on the ____ day of each ^{calendar} school month for a
period of 9 1/2 consecutive months, the first payment to be made on the 24 day of Sept. 1954,
or in installments payable as follows: _____

AND IT IS FURTHER AGREED:

- (a) That said term shall commence on the 30 day of Aug. 1954, and shall include 190 days
of service, of which 180 days shall be teaching days and 1/190 th of the annual salary shall be
considered as pay for one day of service.
- (b) That an amount equal to the pay for one day of service shall be deducted from the salary of said
teacher for each day of service not performed if absence from duty is not authorized by board
policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- (c) That if said teacher is lawfully discharged or is released by mutual agreement before the com-
pletion of said term, final settlement shall be made so the total amount which the teacher shall
have received shall be an amount equal to the product of the number of days of service multiplied
by the amount considered as pay for one day of service.
- (d) That the use to be made of the days in said term, which are in excess of the number of teaching
days as stated herein, shall be determined by the board and may be stated in a school calendar
adopted by the board.
- (e) That said teacher shall attend, outside of regular school hours as established by the board, such
professional meetings as might be called by school authorities for co-ordinating the work of the
teacher in the school program.
- (f) That said teacher shall present evidence to the secretary of the board that a certificate as required
by law has been registered with the county superintendent of said county before accepting payment
of any part of the annual salary.
- (g) That this contract shall be invalid if the teacher is under contract with another board of directors
in the state of Iowa to teach covering the same period of time.
- (h) _____

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the
signature of said teacher and the president of the board on or before the ____ day of ____ 19__.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated March 26, 1954 Mrs. Margaret Missel Teacher
Dated 4-1, 1954 Allen E. Ruchholme President
BOARD OF DIRECTORS

Vernon E. Kuhl Sheridan #6 School District

Contract with Teacher

Contract with Teacher

THIS CONTRACT, is entered into by and between Charlotte Thede, a teacher, and the Board of Directors, hereinafter called the board, of the 1st School District of Sheridan Twp located at R.R. 1 Eldridge, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$ 2850⁰⁰) per school year, or more specifically, (\$ 300⁰⁰) Three Hundred Dollars per school month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully perform the duties of teacher, and such other duties connected with the public schools in said district as may be assigned by the board or its duly authorized representative, such salary payable in installments of (\$ 300⁰⁰) on the every four weeks day of each school month for a period of 9 1/2 consecutive months, the first payment to be made on the 24th day of Sept. 1954, or in installments payable as follows: —

AND IT IS FURTHER AGREED:

- That said term shall commence on the 30th day of August 1954, and shall include 190 days of service, of which 180 days shall be teaching days and 1/190th of the annual salary shall be considered as pay for one day of service.
- That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty is not authorized by board policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
- That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
- That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for co-ordinating the work of the teacher in the school program.
- That said teacher shall present evidence to the secretary of the board that a certificate as required by law has been registered with the county superintendent of said county before accepting payment of any part of the annual salary.
- That this contract shall be invalid if the teacher is under contract with another board of directors in the state of Iowa to teach covering the same period of time.
-

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the signature of said teacher and the president of the board on or before the — day of — 19—.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated Mar 24, 1954

Dated 4-1, 1954

Charlotte Thede Teacher

Wm. E. R. Hinkle President
BOARD OF DIRECTORS

— School District

Contract with Teacher

THIS CONTRACT, is entered into by and between Darlene Speth, a teacher, and the Board of Directors, hereinafter called the board, of the Township School District of Sheridan #3, located at E. of Eldridge, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$2,850.⁰⁰) per school year, or more specifically, (\$300.⁰⁰) Three hundred & no Dollars per school month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully perform the duties of teacher & janitor, and such other duties connected with the public schools in said district as may be assigned by the board or its duly authorized representative, such salary payable in installments of (\$300) on the 30 day of each calendar month for a period of 9 1/2 consecutive months, the first payment to be made on the 24 day of Sept 1954, or in installments payable as follows: _____

AND IT IS FURTHER AGREED:

- (a) That said term shall commence on the 30 day of Aug. 1954, and shall include 190 days of service, of which 180 days shall be teaching days and 1/10 th of the annual salary shall be considered as pay for one day of service.
- (b) That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty is not authorized by board policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- (c) That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
- (d) That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
- (e) That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for co-ordinating the work of the teacher in the school program.
- (f) That said teacher shall present evidence to the secretary of the board that a certificate as required by law has been registered with the county superintendent of said county before accepting payment of any part of the annual salary.
- (g) That this contract shall be invalid if the teacher is under contract with another board of directors in the state of Iowa to teach covering the same period of time.
- (h) _____

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the signature of said teacher and the president of the board on or before the _____ day of _____ 19____.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated 3/29/1954 Darlene Speth Teacher

Dated 4-1-54 19____ Alvin J. Oerman President
BOARD OF DIRECTORS

Alvin Oerman Sheridan #3 School District

Contract with Teacher

THIS CONTRACT, is entered into by and between Margaret Duling, a teacher, and the Board of Directors, hereinafter called the board, of the _____ School District of Sheridan Township, located at _____, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$ 2850.00) per school year, or more specifically, (\$ 300) three hundred Dollars per school month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully perform the duties of teaching, and such other duties connected with the public schools in said district as may be assigned by the board or its duly authorized representative, such salary payable in installments of (\$ 300) on the last day of each calendar month for a period of 9 consecutive months, the first payment to be made on the 24 day of Sept. 1954, or in installments payable as follows: _____

AND IT IS FURTHER AGREED:

- (a) That said term shall commence on the 30th day of August 1954, and shall include 190 days of service, of which 180 days shall be teaching days and 1/190th of the annual salary shall be considered as pay for one day of service.
- (b) That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty is not authorized by board policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- (c) That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
- (d) That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
- (e) That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for co-ordinating the work of the teacher in the school program.
- (f) That said teacher shall present evidence to the secretary of the board that a certificate as required by law has been registered with the county superintendent of said county before accepting payment of any part of the annual salary.
- (g) That this contract shall be invalid if the teacher is under contract with another board of directors in the state of Iowa to teach covering the same period of time.
- (h) _____

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the signature of said teacher and the president of the board on or before the 15 day of April 1954.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated March 22 1954

Margaret Duling Teacher

Dated 3-22 1954

Quentin H. Rumbel President
BOARD OF DIRECTORS

Sheridan #5 School District

Contract with Teacher

THIS CONTRACT, is entered into by and between Mrs Delma Steffen, a teacher,
and the Board of Directors, hereinafter called the board, of the #7 School District
of Sheridan, located at Mt. Joy, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$ 2850) per school year, or more
specifically, (\$ 300.00) Three Hundred Dollars per school
month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully per-
form the duties of teacher, and such other duties connected with
the public schools in said district as may be assigned by the board or its duly authorized representa-
tive, such salary payable in installments of (\$ 300) on the day of each school calendar month for a
period of consecutive months, the first payment to be made on the 24 day of September 19 54,
or in installments payable as follows: An additional ten dollars will be paid on
any increase in students over 21 pupils

AND IT IS FURTHER AGREED:

- (a) That said term shall commence on the 30 day of August 19 54, and shall include 190 days
of service, of which 180 days shall be teaching days and 1/190 th of the annual salary shall be
considered as pay for one day of service.
- (b) That an amount equal to the pay for one day of service shall be deducted from the salary of said
teacher for each day of service not performed if absence from duty is not authorized by board
policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- (c) That if said teacher is lawfully discharged or is released by mutual agreement before the com-
pletion of said term, final settlement shall be made so the total amount which the teacher shall
have received shall be an amount equal to the product of the number of days of service multiplied
by the amount considered as pay for one day of service.
- (d) That the use to be made of the days in said term, which are in excess of the number of teaching
days as stated herein, shall be determined by the board and may be stated in a school calendar
adopted by the board.
- (e) That said teacher shall attend, outside of regular school hours as established by the board, such
professional meetings as might be called by school authorities for co-ordinating the work of the
teacher in the school program.
- (f) That said teacher shall present evidence to the secretary of the board that a certificate as required
by law has been registered with the county superintendent of said county before accepting payment
of any part of the annual salary.
- (g) That this contract shall be invalid if the teacher is under contract with another board of directors
in the state of Iowa to teach covering the same period of time.
- (h) that said teacher tend to furnace and take care of all other jani-
torial duties that are necessary

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the
signature of said teacher and the president of the board on or before the 19 day of August 19 54.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated August 19 19 54

Dated August 19 19 54

Mrs Delma Steffen Teacher
Alan Steffen President
BOARD OF DIRECTORS

7 School District

Contract with Teacher

THIS CONTRACT, is entered into by and between Miss Lucille Rochau, a teacher, and the Board of Directors, hereinafter called the board, of the ninth School District of Sheridan, located at _____, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$2850) per school year, or more specifically, (\$300.00) Three hundred Dollars per school month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully perform the duties of teaching, and such other duties connected with the public schools in said district as may be assigned by the board or its duly authorized representative, such salary payable in installments of (\$300) on the 20 day of each ^{calendar} ~~school~~ month for a period of 9 1/2 consecutive months, the first payment to be made on the 24 day of Sept 1954 or in installments payable as follows: _____

AND IT IS FURTHER AGREED:

- (a) That said term shall commence on the 30 day of August 1954 and shall include 190 days of service, of which 180 days shall be teaching days and 1/190th of the annual salary shall be considered as pay for one day of service.
- (b) That an amount equal to the pay for one day of service shall be deducted from the salary of said teacher for each day of service not performed if absence from duty is not authorized by board policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- (c) That if said teacher is lawfully discharged or is released by mutual agreement before the completion of said term, final settlement shall be made so the total amount which the teacher shall have received shall be an amount equal to the product of the number of days of service multiplied by the amount considered as pay for one day of service.
- (d) That the use to be made of the days in said term, which are in excess of the number of teaching days as stated herein, shall be determined by the board and may be stated in a school calendar adopted by the board.
- (e) That said teacher shall attend, outside of regular school hours as established by the board, such professional meetings as might be called by school authorities for co-ordinating the work of the teacher in the school program.
- (f) That said teacher shall present evidence to the secretary of the board that a certificate as required by law has been registered with the county superintendent of said county before accepting payment of any part of the annual salary.
- (g) That this contract shall be invalid if the teacher is under contract with another board of directors in the state of Iowa to teach covering the same period of time.
- (h) That said teacher shall do daily janitor work.

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the signature of said teacher and the president of the board on or before the _____ day of _____ 19____.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated 3/31 1954

Dated 3/31 1954

Lucille Rochau teacher
Allen F. Whitely President
BOARD OF DIRECTORS

School District

Contract with Teacher

THIS CONTRACT, is entered into by and between Mrs. Leona Pancratz, a teacher,
and the Board of Directors, hereinafter called the board, of the #7 School District
of Sheridan, located at Mt. Joy, County of Scott, State of Iowa.

WITNESSETH, that in consideration of a salary of (\$ 2850) per school year, or more
specifically, (\$ 300.00) Three Hundred Dollars per school
month of four weeks for a term of 9 1/2 school months, said teacher agrees to well and faithfully per-
form the duties of teacher, and such other duties connected with
the public schools in said district as may be assigned by the board or its duly authorized representa-
tive, such salary payable in installments of (\$ 300) on the 24 day of each September 19 54,
period of consecutive months, the first payment to be made on the 24 day of September 19 54,
or in installments payable as follows: An additional ten dollars will be paid on
any increase in students over 21 pupils

AND IT IS FURTHER AGREED:

- That said term shall commence on the 30 day of August 19 54, and shall include 190 days
of service, of which 180 days shall be teaching days and 1/190 th of the annual salary shall be
considered as pay for one day of service.
- That an amount equal to the pay for one day of service shall be deducted from the salary of said
teacher for each day of service not performed if absence from duty is not authorized by board
policy or if leave of absence is not provided for by Section 279.40, Code of Iowa, 1950.
- That if said teacher is lawfully discharged or is released by mutual agreement before the com-
pletion of said term, final settlement shall be made so the total amount which the teacher shall
have received shall be an amount equal to the product of the number of days of service multiplied
by the amount considered as pay for one day of service.
- That the use to be made of the days in said term, which are in excess of the number of teaching
days as stated herein, shall be determined by the board and may be stated in a school calendar
adopted by the board.
- That said teacher shall attend, outside of regular school hours as established by the board, such
professional meetings as might be called by school authorities for co-ordinating the work of the
teacher in the school program.
- That said teacher shall present evidence to the secretary of the board that a certificate as required
by law has been registered with the county superintendent of said county before accepting payment
of any part of the annual salary.
- That this contract shall be invalid if the teacher is under contract with another board of directors
in the state of Iowa to teach covering the same period of time.
- That said teacher tend to furnace and take care of all other
janitorial duties that are necessary

THIS CONTRACT, shall be without force and effect unless it is in the hands of the board, bearing the
signature of said teacher and the president of the board on or before the 19 day of August 19 54.

IN TESTIMONY WHEREOF, we have hereunto subscribed our names on dates as hereinafter stated.

Dated Aug. 29 19 54
Dated _____ 19 _____

Mrs. Leona Pancratz Teacher
Allen F. H. K. President
BOARD OF DIRECTORS

7

School District

Schedule of Cost for Tuition 19⁵³-19⁵⁴

Function	Elementary	High School
1. General Control—General Fund	4417.26	3614.13
2. Instruction—General Fund	39438.18	59157.26
Coordinate Activities		
3. Auxiliary Agencies—General Fund	24.15	19.75
Operation of Plant		
4. Coordinate Activities—General Fund	4374.24	7311.36
5. Operation of Plant—General Fund		
6. Maintenance—General Fund	1611.70	2492.55
7. * Fixed Charges—General Fund	1716.42	2574.63
8. Capital Outlay—General Fund Only	3026.11	4539.17
General and	43.22	64.83
9. Taxes for Debt Service—Schoolhouse Fund	2433.00	3649.50
Depreciation	3200.00	4800.00
10. Total	60834.28	88223.18
11. A.D.A. (Both Resident and Non-resident)	323.1	265.8
Per Year	188.28	331.92
12. Cost Per Pupil (Divide 10 by 11) Per Month	20.92	36.88

* Note—Transportation and tuition paid to other schools cannot be included in determining cost of tuition.

** Note—Insurance on building and contents cannot be included in determining tuition costs.

*** Note—All data used in this table should be of the preceding year to the one for which tuition is to be charged.

A recapitulation sheet such as this should accompany each statement of tuition presented to another district for tuition charged in the form of an invoice.

These sheets may be obtained through Klipto Loose Leaf Co., Mason City, Ia., or from the Office of County Superintendent of Schools.

DeWitt, Iowa

November 17, 1953

To Secretary.....Harvey H. Kuhl.....

Eldridge, Iowa

The following students are availing themselves of facilities as checked. They claim residence in that portion of your district designated to our school. According to contract entered into between our districts, you will be billed for costs incurred. Should there be any students listed for which you are not responsible, please notify us at once.

[illegible]

R. Lyle Free
Secretary of Board of Education

DeWitt Independent
Name of School District

ESTIMATED COST OF TRANSPORTATION

We, the Board of Education of DeWitt Independent School District DeWitt, Iowa, after due consideration and official action do hereby and through N. T. Baird duly appointed and Qualified President of the Board of Education represent that the following is our fair and established estimate of transportation costs for the ensuing school year:

	1	2	3	4	5	6	7	8	9	10	11	12	
Original cost of bus ÷ 7	5547.25	73560.93	73928.61	32007.44	50.90	÷ 7	÷ 7	÷ 7	÷ 7	÷ 7	÷ 7	÷ 7	
1/7 of original cost	792.46	506.99	561.23	457.14	635.84								
Oil Per Bus													
	1	2	3	4	5	6	7	8	9	10	11	12	
Amount of oil per bus	13 gal.	2 gal.	18 gal.	12 gal.	12 gal.								
Cost per gallon 96¢	12.48	1.92	17.28	11.52	12.00								
Gasoline													
	1	2	3	4	5	6	7	8	9	10	11	12	
Length of route in miles per year	14400	1056	17640	10800	15120								
Divide 6.5 mi. per gal. = No. gals.	2215	162	2714	1662	2326								
No. of gals. & Cost of gas = 25.4	562.61	41.15	689.36	422.15	590.80								
	1	2	3	4	5	6	7	8	9	10	11	12	Total
1/7 cost of bus	792.46	506.99	561.23	457.14	635.84								2953.66
Drivers Salary	1035.00	1090.00	1035.00	1035.00	1935.00								5130.00
Insurance	138.50	90.11	94.88	97.58	121.91								542.98
Contingent	600.00	300.00	600.00	600.00	600.00								2700.00
Garage Rent	271.20	271.20	271.20	271.20	271.20								1356.00
Gas	562.61	41.15	689.36	422.15	590.80								2306.07
Oil	12.48	1.92	17.28	11.52	12.00								55.20
Anti-Freeze	20.00	20.00	20.00	20.00	20.00								100.00
GRAND TOTAL													15143.91

Number of children to be transported 164 Per pupil cost = 15143.91 ÷ 164 = Cost per pupil per year.
 Total cost of all busses Total No. pupil transportation
92.34 ÷ 9 months = 10.26 Established hereby on this 17th day of November, 1952.
 Cost per pupil per year Cost per pupil per month

N. T. Baird
 President, Board of Education.
DeWitt Independent
 School District.

Submitted to County Board of Education 195.....
 Approved Yes County Board of Education. 195.....
 No
 Comments:

Filed State Department of Public Instruction 195.....
 Approved Yes Department of Public Instruction. 195.....
 No
 Comments:

Chairman, County Board of Education.

Director of Transportation.

Notice of Continuation of Contract

ToTeacher:

You are hereby notified that the Board of Directors in and for the School District of.....in
.....County, State of Iowa, did on the.....day of....., 195.....,
take up the matter of continuing Teachers' Contracts. It was the decision of the Board that your work is, and has been to the best
of our knowledge, satisfactory to the patrons and to the School authorities of the district. A resolution was passed by a majority vote
of the full membership of the Board that you be retained in your present position for the ensuing school year 195..... -195.....

We respectfully request that you sign the following Acceptance or Rejection and file same with the Secretary promptly, and not
later than April 15, 195.....

(See Sec. 279.13, Iowa Code of 1950)

.....
Secretary.

Acceptance by the Teacher

TO THE SECRETARY:

I, Mrs. Ruth Sparks.....Teacher, hereby acknowledge receipt of the notice of
continuation of Contract to Teach in Sheldon #6 School District, Scott.....County, and
take this opportunity to reject your offer. It is not my desire to continue in my present position
(~~accept~~—reject) (~~is~~—is not)
for the ensuing school year 1954 - 1955 under the terms stipulated by such contract now in force.

Signed Ruth Sparks.....Teacher

BOB'S CASH HARDWARE



Phone 89
DeWitt, Iowa

Clerk _____ Date Mar 5 1954
Name Ed Hartz

By _____

55 ft. no 8 sock.
Ord. #4 220

Paid

19